Dear Parents and Children,

To the new arrivals, welcome to your child's school. We hope that your involvement at Drouin West will be happy and rewarding. To our existing families we look forward to working in partnership with you again in 2012.

The purpose of this booklet is to inform new families of the day to day operations and rules of this school. It will also serve as a reminder to all families of our student code of conduct and bring everyone up to date on such things as school uniforms, excursions and camps, policies etc.

Ours is a school that the parents, children and staff are justifiably proud. Once again, on behalf of the Drouin West school community, welcome.

Regards,

Kerry Ware
Principal
OUR SCHOOL’S PURPOSE

To provide a safe, caring and vibrant environment that enhances learning, personal growth and well being for all students in their endeavours to become effective and productive members of the global society. To create a stimulating and supportive environment for all staff and assist, inform and involve parents and the wider community.

The values which form the basis of the actions of Drouin West School Community are:

- Confidence: to approach the familiar
- Courage: to approach the new
- Teamwork: learning together to achieve the best possible result
- Respect: of each other and our environment
- Humour and optimism: to embrace all we do and all we face
- Persistence: to achieve the best outcome
- Responsibility: for your own actions and learning
- Individuality: valuing difference
- Creativity: to explore originality in ideas and expression
- Relationships: cooperating with each other
- Love of learning

Dignity and Respect Statement

The Department of Education is committed to providing safe and supportive work environments where diversity is valued and everyone is treated with respect, fairness and dignity. Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are unacceptable.

All employees, students, parents and visitors in schools and other DEECD workplaces are expected to act accordingly. The Department (which includes schools) and school councils, will act to ensure that the safety, security, health and wellbeing of all employees, students, parents and visitors in schools and other DEECD workplaces are protected.

Prof. Peter Dawkins

Secretary
2006
DROUIN WEST PRIMARY SCHOOL - PROFILE -2012

ENROLMENT: 182 Students

ANTICIPATED STAFFING: Principal and 10.7 Teachers

The class groups are obviously drawn up according to numbers of students at each year level. In 2012 we have 8 class groups with the additional specialist staff covering Art, Science, Maths, Physical Education and Reading Recovery programs.

STAFFING: During 2012 our staffing will be as follows:

Principal  Mrs. Kerry Ware
Business Manager  Ms. Ann Webster
Grade Prep/1A  Miss Kasey Bayne
Grade PrepA  Mrs. Judi Collins
Grade 1/2A  Mrs. Sue Holloway
Grade 2/3A  Mr. Brendan Dawson & Mr. Scott Bentley
Grade 3/4B  Ms. Joy Barson
Grade 4/5A  Mrs. Colleen Crookston
Grade 5/6A  Ms. Karyn Thomas
Grade 5/6B  Miss Leanne Johnstone & Mr. David Daly

.4 The Arts  Mrs. Anne Cope
.5 Reading Recovery  Mrs. Heather Finger
.4 Physical Education  Mr. David Daly
.4 Science  Mrs. Marion Proctor
Integration Aides  Mrs. Megan McIntosh
Mrs Pam Melbourne
Mrs. Kirsten Ward
Mrs. Sharon Faulds
Out of Hours School Care  Mrs. Peta Watson
Ms. Tarnisha Williams
Ms. Elizabeth Dalton
Chaplain  Mrs. Wendy Ronalds
Social Worker  Ms. Tracey Stubbs

GROUND

The school is housed on a 2.47 hectare rural site and provides the children with ample room for play. Drouin West is fortunate to have such excellent and extensive grounds. It is anticipated that we will continue to develop our garden areas throughout 2012 and look forward to families becoming involved.

COMMUNITY INVOLVEMENT

Parents are encouraged to take part in the decision making process through membership of the School Council and its various sub-committees.

We have an active group of parents who are regularly involved in various school programs which support student learning. Parents are encouraged to be actively involved in supporting a wide range of programs throughout the many aspects of school life. To find out how you can become involved talk with your child’s class teacher.

SCHOOL COUNCIL

School Council meets in the evenings on the third Tuesday of the month. There are generally two meetings per term. The present composition is seven parents and four employees of the Department of Education and Early Childhood Development which includes the Principal. There is also an option of co-opting one community member. Six sub-committees help in the organisation and planning of the council.

These are:  
A. Financial Management  
B. Buildings and Grounds  
C. Policy & Curriculum Development  
D. Fundraising  
E. Out of Hours School Care Management  
F. Chaplaincy

All committees are comprised of staff and parents. We welcome any input or help by parents who would like to share their ideas on these committees. Parents who are not on School Council are welcome to come along to sub-committee meetings. Many "tasks" have been undertaken by these sub-committees outside school hours and contribute to the smooth running of the school.
School Council Elections

Elections are held for those positions falling vacant. The system is designed to aid stability by having only half of the Council positions falling vacant in any one year.

School Council Reporting to Parents and Community

Annual School Reports, including all statutory audits, on the school's progress and achievements will be presented at the Annual Reporting Meeting which will be held annually. The community is informed of this meeting through the school newsletter. The Annual Report is available to parents on the My School website. Alternatively parents are welcome to take a copy from the office.

The Strategic Plan outlines our goals and priorities for the next four years. The plan highlights our focus in three core areas: Student Learning; Student Engagement and Wellbeing and Student Transitions and Pathways.
ABSENCE NOTES

We are legally obliged to request and keep a written explanation of each child’s absences for the year, even when a verbal reason is given. Please assist by providing a brief signed note following each absence of your child this year. The school does provide parents with copies of the schools Student Absence Note forms.

BANK DAYS

All students have the opportunity to join the Commonwealth Bank through school. Bank days are Mondays.

BOOK CLUB

Children receive an order form occasionally throughout the year to purchase books from Scholastic Bookclub. The books vary from Prep level to advanced interest books. Prices are very competitive compared to the normal recommended prices and the children are able to buy these books to supplement their reading at home. The due dates for Bookclub orders to be returned to school are published in the newsletter. Cheques should be made payable to ‘Scholastic Book Club’ or use the credit card slip on the Bookclub order form. Please do not send cash.

CONTACT NUMBERS

It is essential that all contact numbers - Home, work and even the emergency numbers (usually those of a couple of relatives or good friends who live not too far away and who will look after your child if we cannot reach you), must be kept up to date.

*So please remember if any of the contact numbers you give the school change, let us know*

STUDENT MEDICATIONS

Occasionally children are required to take medication while attending school. All medication needs to be given to the office in an original container with the child’s name and dosage. Parents are required to complete a medication form indicating the dosage and at what time medication is to be administered.
EXCURSIONS/CAMPS

For students in year levels 4 and 5 & 6 camps will be held each year if numbers are sufficient to make the camps viable. Usually students have an overnight camp away from the school. These camps are organised in such a way that they complement the school's Social Education and Physical Education/Personal Development programs. Camps are usually of two nights/three days duration for year 4. This year our 5/6 will be attending a 5 day camp at Woorabinda. Camps will be run on a rotating basis so each child can experience a different camp environment.

Camps and Excursions are a cost over and above the normal school program but are considered a vital ingredient in your child's total development and education.

You will be notified of all Camps and Excursions well in advance and arrangements will be made to allow for payment by instalments if you wish to use this option.

LOST PROPERTY

Clothing, including jackets and hats, is located in the foyer near the student toilets in a basket. Items labelled with a name are returned to the owner. Valuable items that are handed in are secured in the office.

SECONDHAND UNIFORMS

Second-hand uniforms are available for $2 from the office. The funds are used for the school’s sponsor child. Families are welcome to donate any unwanted uniform items to the school.

NEWSLETTER

Our weekly newsletter is an important form of communication between staff, students and parents. This is sent home each Wednesday with the eldest child. Brief advertisements can be placed in the newsletter by families for a small cost of $2 per business card size. Business will need to contact the office for advertising rates.
FUNDRAISING COMMITTEE

Mission Statement: Working with students in collaboration with their families, teachers and the school community to positively enhance students’ school experiences by providing support and assistance.

The Fundraising Committee meet on an as needed basis, dates and times are advertised in the newsletter. A number of parents continue to support the school and assist with the Mother’s and Father's Day stalls, various special cooking sessions and other fundraising activities. Please check the classroom and school newsletters regularly and let us know if you want to become more involved.

WORKING BEES

Working Bees are usually organised as needed. This is a great way to meet families and staff while contributing to maintaining and improving school grounds. Families are also invited to “Adopt a Garden” area.

Parents are also encouraged to contact the school if they are able to give assistance at times outside of a scheduled Working Bee.

END OF YEAR FUNCTIONS

We have a three year rotation of events consisting of:

- Year 1: A Performance/Concert
- Year 2: Carols by Glowstick
- Year 3: Bush Dance

In 2012 our end of year function will be the Performance/Concert. Each year we also have a Grade 6 Graduation celebration where students receive certificates. Parents, teachers and invited guests also attend. Scholarships given by a number of organisations and are awarded to some students in year six on this evening.
PAYMENT BY PARENTS

SCHOOL REQUISITES & CURRICULUM PAYMENT 2012

Parent payment for 2012 will be $115.00 per child. The payment is required to pay for student requisites (this is not a voluntary charge). School Council has also approved a voluntary charge of $10 per child towards continuing to upgrade our school grounds.

The Department of Education and Training states that:

Parents are required to provide or pay the school to provide the following materials/services.

- School uniform (where applicable)
- Student textbooks including hire or access to class sets of textbooks and print/resource material in lieu of textbooks
- Student requisites/stationery
- Material for programs/electives, where:
  - the student consumes or takes possession of the finished articles
  - the payment sought is the difference between the basic materials/services and higher cost alternatives
- Student computer printing above basic requirements
- Programs provided by outside specialists (eg. visiting artists/speakers)
- Official diary/handbook/work planner
- Camps/excursions which are integral to the curriculum and that all students are expected to attend
- School identification cards

To avoid the additional cost of the GST being passed on to parents the school will purchase pupil requisites and issue them as needed by the pupils. In this way the requisites are seen to remain the property of the school and the savings are passed on to parents.

Where families are experiencing difficulties in meeting the levy you are welcome to speak with the Principal by phone or arrange for an appointment. Confidentiality will be respected in all cases.
Those families in receipt of the Educational Maintenance Allowance (EMA) (Health Care Card and or pension card holders at the beginning of 2012) will receive funds via cheque or direct deposit from DEECD to support their child(ren)’s education. The school receives part payment by direct credit. Parents in receipt of this allowance will find that the bulk of the cost of the student levy is covered by the EMA payment.

Those families in receipt of the EMA for the first half of the year will be automatically re entered for the second half of the year, unless we are notified that your card is no longer valid.

If parents have any questions regarding parent payments please feel free to discuss this with the Principal.

**EXTRA COSTS/OPTIONAL EXTRAS**

Each year children have the opportunity to take part in a variety of activities including sporting activities, camps, excursions, and activities to do with The Arts/Science. Students also have a school photograph taken each year.

Some activities that may be held include:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Anticipated cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Arts activity</td>
<td>$10 approx.</td>
</tr>
<tr>
<td>One excursion</td>
<td>$10 - $25</td>
</tr>
<tr>
<td>Three or more sports coaching clinics</td>
<td>$8 x 3 or more</td>
</tr>
<tr>
<td>(middle and upper grades)</td>
<td></td>
</tr>
<tr>
<td>Inter school sports – Upper grades</td>
<td>$8 x 3 or 4</td>
</tr>
<tr>
<td>School Camp (Grade 4, 5 and 6 students)</td>
<td>$195 approx.</td>
</tr>
<tr>
<td>School photographs</td>
<td>$15</td>
</tr>
<tr>
<td>Father’s Day &amp; Mother’s Day stalls</td>
<td>$5 per child for each</td>
</tr>
</tbody>
</table>

The numbers and costs indicated are approximate and designed to help you budget for anticipated expenses throughout the year.

Unless specified **please pay all monies to your child’s classroom teacher, not at the office.**
PERSONAL GOODS BROUGHT TO SCHOOL AT OWNER'S RISK

Please note that private property brought to school by students is not insured nor is the Department of Education and Early Childhood Development responsible for any loss or damage. We don’t encourage collectable items including football cards, at school, unless this is arranged for a special activity with the class teacher.

POLICY

A handbook containing all School Policies both curriculum and non-curriculum areas has been produced and is available for loan from the school. Please ask for a copy at the office.

PHONE CALLS AND VISITS TO THE SCHOOL

To minimise disruption of school activities, please try to keep to the following times when contacting the teachers at school:

* 8.30 - 9.00 a.m.
* 11.00 to 11.30 a.m.
* 1.40 to 2.15 p.m.
* After 3.15 p.m.

Of course, if the matter is urgent, we will make exceptions. If you wish to speak with a member of staff please adhere to these times. An appointment can often be made outside these times. Messages for your children can be passed on via the office. However direct contact with your child is not possible. Please note that due to confidentiality and privacy laws, office entry is only accessible with the permission of the Principal or Bursar.

CLASSROOM/SCHOOL HELPERS

At Drouin West we appreciate and value the time and effort that many people put into assisting the school in various ways. To enable us to be aware of all persons on the premises in case of an emergency it is essential that all parents and visitors sign the visitors register in the office on entering the school grounds. All classroom/school helpers/visitors will be issued with a badge. Please wear the badge in a prominent place to ensure that it is visible to all staff and students. On completion of your time within the school, return to the office, sign out and return your badge.
CURRICULUM DAYS

Four days a year are set aside for staff inservices, professional development, report writing and Department of Education and Early Childhood Development (DEECD) initiatives, etc. On these days students are not required at school. The first two days of the year are pupil free. Monday 25th June has been set as a pupil free day and will be used to conduct Student/Teacher/Parent learning conferences at school. Monday November 5th has been set as a pupil free day and will be used for staff professional development. Parents will be reminded through the school Newsletter and the monthly Calendar when a pupil free day is coming up.

RELIGIOUS EDUCATION

The Approved Course in Christian Religious Education (C.R.E) is part of the curriculum. Your preferences for C.R.E. are noted on the enrolment form. Due to supervision reasons non C.R.E. children remain in the classroom during these lessons. In general children in senior classes use this time to complete unfinished school work and in junior classes children are provided with an alternative activity.

INTERVIEWS AND REPORTS

Interviews with your child’s teacher will be held during March. Parents or teachers are also welcome to organise a meeting at an appropriate time with the classroom teacher or the Principal to discuss a child’s progress or highlight any concerns. Two written reports are provided throughout the school year in June and December.

SCHOOL GROUND SUPERVISION

All recesses and lunch times are supervised by teachers on duty, as well as before and after school. Although teachers are often at school early, they are engaged in tasks which, by personal choice, are being done in their own time.

Supervision is not provided until 8:45 a.m. and children are not expected to be dropped off before this time. Do not leave your child at school if a class teacher is not in attendance. Children who arrive before 8.45 a.m. and stay after 3.45 p.m. must stay in designated areas unless parents are supervising them.

Consequently, parents are notified that no responsibility is accepted for children of a morning until 8.45 a.m. In the afternoon, supervision shall be provided until 3.45 p.m.
CAR PARK ROUTINE

As with all schools, the end of the day dismissal time is busy and student safety is a priority. At Drouin West it is particularly busy at 3.15 p.m. with all families using private transport. It is very important for safety and efficiency in delivering and picking up the children that all parents follow the established routine. Please make sure cars are parked in the appropriate areas and do not block the exit of other cars. Please note that the road around the school is one way with the entrance from Main Neerim Road on the north east boundary.

Staff are on duty are at the car line collection point or supervising students at the steps. Parents not using the car line are required to collect students from the step area and take them to their vehicle. Students will not be permitted to walk out to the front car park unless they are supervised.

Please note:
SCHOOL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Time</td>
<td>9.00 a.m.</td>
</tr>
<tr>
<td>Morning Recess</td>
<td>11.00 - 11.30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.30 – 2.15 p.m.</td>
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<tr>
<td>Children eat lunch</td>
<td>1.30 - 1.40 p.m.</td>
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<tr>
<td>Dismissal</td>
<td>3.15 p.m.</td>
</tr>
</tbody>
</table>

PLEASE NOTE:
We ask parents to assist with the prompt pick up of children between 3.15-3.30p.m. each night. Dismissal time on the last day of term 1, 2 and 3 is 2.30 p.m. In term 4 students are dismissed at 1.30pm.

Note also: Weekly Meetings are held for staff each Monday and Wednesday after school commencing at 3.40 p.m.

LATE ARRIVALS & SIGN OUT BOOK

Parents are required to sign a book at the Office if children arrive late or leave early.

BEFORE AND AFTER SCHOOL CARE

The school has a Before and After School Care Program which operates from 7-8.45 a.m. and 3.15-5.45 p.m. Peta Watson is the co-ordinator. Bookings and cancellations need to be made in advance with at least one days notice being appreciated. Most sessions are fully booked in advance.

SCHOOL SPORTS

All children in years 4 to 6 are expected to participate in the sporting days which are held throughout the year. Sports have included: Football, Swimming, Cricket, Softball, Netball, Tennis and Korfball.

Children in Grades 4, 5 and 6 take part in the Inter School Athletic Sports Carnival held in Warragul from which children are selected to compete firstly on a regional level and then eventually on a State level. An annual Picnic Sports Day is held at School in the last week of the school year and involves all students.
## TERM DATES 2012

<table>
<thead>
<tr>
<th>Term</th>
<th>Curriculum Days:</th>
<th>Students:</th>
<th>Labour Day</th>
<th>End of Term 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 1(^{st}) – Thursday 2(^{nd}) February</td>
<td>Wednesday 1(^{st}) – Thursday 2(^{nd}) February</td>
<td>Monday 6(^{th}) February - Preps</td>
<td>Friday, 30(^{th}) March</td>
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<tr>
<td></td>
<td></td>
<td>Friday 3rd February – grades 1 – 6</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Monday 6(^{th}) February - Preps</td>
<td>Labour Day</td>
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<td></td>
<td></td>
<td>Labour Day Monday 12(^{th}) March</td>
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<tr>
<td></td>
<td></td>
<td>End of Term 1: Friday, 30(^{th}) March</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Wednesday 16(^{th}) April - Friday 29(^{th}) June incl.</td>
<td>Wednesday 16(^{th}) April - Friday 29(^{th}) June incl.</td>
<td>Queen’s Birthday 11(^{th}) June</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Queen’s Birthday 11(^{th}) June</td>
<td>Curriculum Day: Monday June 25(^{th})</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 16(^{th}) July - Friday 21(^{st}) September</td>
<td>Monday 16(^{th}) July - Friday 21(^{st}) September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday 8(^{th}) October – Friday 21(^{st}) Dec. incl.</td>
<td>Monday 8(^{th}) October – Friday 21(^{st}) Dec. incl.</td>
<td>Curriculum Day: Monday November 5(^{th})</td>
<td>Melbourne Cup day 6(^{th}) November</td>
</tr>
</tbody>
</table>
PARENT COMPLAINTS

The Department of Education is committed to good communication and treating everyone with dignity and respect. The Department has developed this information to improve communication for us all when addressing concerns or making a complaint that is related to the school or your child’s education.

Do you have any questions about the school or something you would like to discuss? Remember, teaching and learning works best when there is a strong partnership between you and your child’s school.

Parent Complaints

How do I raise an issue or make a complaint?

Parents and caregivers are strongly encouraged to contact their child’s school in the first instance on all matters involving their child’s education.

Step 1
Identify your topic or issue. Making notes is a good idea as it ensures that you cover all points. Think about the resolution you would like to see as an outcome.

Step 2
Contact the school and speak to the Principal. They will discuss an appropriate way forward with you. This may include organising a meeting for a mutually convenient time.

Step 3
Meet with the school’s principal or assistant principal or teacher. If a classroom teacher is to be present it is more convenient for a meeting to occur outside of classroom hours.

Step 4
Contact your local Department of Education and Early Childhood Development Regional Office. If the matter is unresolved at the school level, you may wish to discuss if further with the community liaison officer at your regional office. Contact numbers for regional offices can be accessed at http://www.education.vic.gov.au/about/structure/regions.htm or phone 1800 809 834.
Step 5
If the matter is unresolved at the regional level you can address your complaint in writing to the Deputy Secretary, Office for Government School Education, c/o Manager, Community and Stakeholder Relations Branch, 33 St Andrews Place, East Melbourne VIC 3000.

You may be supported at any meeting by a friend, colleague or a representative from a support organisation. Parents and caregivers have a number of rights including the right to obtain copies of Departmental or school policies and procedures.

For further information for parents and caregivers visit:
http://www.education.vic.gov.au/about/contact/parentcomplaint.htm
• Parents Victoria (03) 9380 2158
  Outside Melbourne: 1800 032 023
• Association of School Councils in
  Victoria (ASCIV) (03) 9808 2499
• Victorian Council of School
  Organisations (VICCSO) (03) 9429 5900
• Victorian Multicultural Commission
  (03) 9208 3184
• Victorian Aboriginal Education
  Association Inc. (VAEAI) 9416 3833
Support Organisations General Information
POLICIES
4.1 COMPLAINTS PROTOCOL

PURPOSE:
Provide a procedure to deal with complaints arising within the school environment.

AIMS:
- To ensure all staff (teaching and non-teaching) are made aware of the complaints protocol.
- To inform parents that there is a procedure to deal with complaints.
- To resolve complaints a "Complaints Protocol" will be followed.

IMPLEMENTATION:
- Parents will be made aware of the existence of a Complaints Protocol which must be followed in the event of any complaint against the school.
- This Protocol to be included in the staff and parent handbook.
- For the resolution of a complaint the following protocol will be adopted:
  - Raise the complaint in an appropriate manner through the Principal or representative.
  - If a complainant is abusive extra assistance will be sought.
  - The complaint may be requested to be put in writing.
  - An appointment will be made with the Principal or their complaint representative where the written complaint will be discussed.
  - The meeting will be documented, by a third person.
  - If the issue is resolved no further action will be taken and documentation will be retained.
  - If the matter is still unresolved it will be referred to the Regional Network Leader or the Gippsland Regional Office by the Principal or by the complainant.
  - After consideration by the Regional Network Leader the issue will be referred back to the school for a resolution.

EVALUATION:
- The Regional Network Leader will contact the Principal or representative with a recommendation.
- This recommendation will be acted upon to resolve the complaint.
6.5 STUDENT STATIONERY/CURRICULUM COSTS. Ratified 16/10/2012 revised 2012

PURPOSE:

- That the Student Stationery and Curriculum charge paid by parents be used to cover the cost of essential education items such as stationery, text books and general classroom supplies.
- That the Student Stationery and Curriculum charge, optional extras and voluntary financial charges paid by parents be kept to a minimum and not exceed the costs of the relevant materials or services provided to the student.

AIMS:

- To provide parents and guardians with early notice of requests for payment of essential education items. A minimum of six weeks’ notice will be given to allow for sufficient planning time.
- Ensure we continue to provide a quality education for each child by purchasing essential materials and resources at the best possible prices.
- Families will be notified of the intended expenditure of their payments.
- A copy of the Student Stationery and Curriculum charge policy will be made available in the annual parent handbook or on request.
- Families will be given the opportunity to apply for EMA and eligible students commencing in Preps will be provided with a voucher for the School Start Bonus. EMA and School Start Bonus are both means tested and available only to health care card holders.
- That the Student Stationery and Curriculum charge complies with the DEECD policy.

IMPLEMENTATION:

- All students will be treated equally and not denied access to standard curriculum program on the basis of non payment of the Student Stationery and Curriculum charge.
- Families will not be required to make payments prior to the commencement of the school year.
- Access to enrolment or advancement to the next year level will not be withheld as a condition of payment of the Student Stationery and Curriculum charge.
- Items that students consume, take possession of or take part in will be costed accurately.
- All payment or non payment details will remain confidential.
- Alternative payment options will be made available.
- Invoices for unpaid Student Stationery and Curriculum charges will be issued no more than once per month.
- Students attending camp or grade 6 celebrations will be expected to have paid the Student Stationery and Curriculum charge and outstanding Out of School Hours Care fees.

EVALUATION:

- School Council will evaluate the expected expenditure for the student’s essential educational items on an annual basis and set the applicable Student Stationery and Curriculum charge.
PURPOSE: Provide a smoke free environment.

Our school recognises the danger smoking and passive smoking causes to health as well as the need for the school and its staff to provide positive role models to students. Consequently, for the protection of staff and students, smoking is not permitted within any area of the school property. Nor at any school related activity or function by students, parents, staff or visitors.

AIMS:
- To ensure no smoking at the school premises.
- To ensure that a fair and reasonable process for responding to incidents of smoking is developed, understood and consistently followed.

IMPLEMENTATION:

- Smoking is not permitted within any area of the school property or vehicles owned by DEECD, nor at any school related activity or function by students, staff or visitors. Failure by employees to comply with the Act is an offence. The Tobacco (Amendment) Act 2005 prohibits smoking in enclosed workplaces and at under aged music/dance events.
- Smoking is not permitted in any vehicle when being used to transport students on excursions.
- A whole school approach will be used regarding tobacco education.
- No smoking signs will be erected at prominent places within the school.
- Our No Smoking policy will be communicated to the community via the school newsletter, parent and staff handbooks.
- A combination of counselling and disciplinary measures will accompany any incidents of student smoking. They include: reminder of No Smoking policy and counselling / parent contact / time out / suspension.
- At school events the community will be reminded that there is no smoking.

EVALUATION:

- Monitor the smoke free environment.
4.14 SUNSMART

**PURPOSE:** Minimise the danger of excessive UV radiation exposure for both staff and students to ensure a healthier environment with long term health benefits and to educate and develop an awareness of sun protection for the broader school community.

**AIMS:**
- To educate students, staff and the school community.
- To take appropriate measures in protecting teachers and children from harmful UV rays.

**IMPLEMENTATION:**
- Incorporate programs on skin cancer prevention into the whole school curriculum plan.
- Regularly reinforce Sunsmart behaviour in a positive way through newsletters, parent meetings, and student and teacher activities.
- Compulsory wearing of hats for staff, students and volunteers whenever they are outside during Terms 1 and 4.
- Hats must be Broadbrim or Legionnaire style only.
- Encourage parents to apply SPF 30+ broad spectrum, water resistant sunscreen to their children before school.
- Children who do not wear hats during Term 1 and 4 will be required to play in a designated covered area.
- For outside activities children will be required to wear a hat during Term 1 and 4. Children who do not wear a hat will not be able to participate in the activity.
- Encourage children to use available areas of shade for outdoor activities.
- Teachers will timetable outdoor activities to take into account dangers associated with exposure to ultra-violet rays.

**EVALUATION:**
- All students, volunteers and staff to be wearing correct hats.
- Continual endorsement by the Anti Cancer Council of Victoria as a Sunsmart School.
PURPOSE:
Create a sense of collective and individual pride in students and their identification with the school and promote a sense of individual student safety and group security.

AIM:
To ensure all children wear the approved school uniform.

IMPLEMENTATION:
The school uniform consists of:
- Drouin West Primary School windcheater and bomber jacket with logo.
- Drouin West Primary School maroon polo top with logo or a navy blue skivvy.
- Girls - a maroon, blue & white check dress, navy skirt, navy shorts, navy track pants or navy leggings.
- Boys - navy long pants, shorts or track-suit pants.
- Wearing a maroon broad brim/legionnaires hat in Terms 1 and 4 is compulsory. These will be sold through the office.
- A sports uniform for major events will be worn comprising of navy shorts/maroon polo top with logo, white or navy socks and appropriate sports shoes. Specialised sports tops will be worn when required e.g. basketball tops, which will be supplied by the school.
- Suitable footwear to be worn at all times. Enclosed toe, lace up, buckle, Velcro’s or slip-on shoes.
- All uniform items displaying the school logo can be purchased through Beleza, Williams Square, Warragul and C4 Clothes 75 Princes Way, Drouin.
- Second hand uniforms will be available through the office at $2 per item. The proceeds of which go to “Gift” the school’s sponsor child.
- In cases requiring special consideration, exemptions may be granted after consultation with the Principal.
- Students who do not wear uniforms for excursions will be excluded on the grounds of safety and remain at school.
- Students may use an alternative bag to the Drouin West School bag.
- Students are not permitted to wear make-up.
- A note should be sent by parents/guardians if their child is out of uniform.

EVALUATION:
All children will wear school uniform.
Notes sent regarding children out of uniform.
4.5 HOME LEARNING

PURPOSE:

Foster good life-long learning and study habits and provide opportunities for students to be responsible for their own learning.

AIMS:

- To provide an opportunity for parents to participate in their child’s education
- To provide students with varied, challenging and meaningful tasks related to class learning that is appropriate and encourages responsibility for self learning.

IMPLEMENTATION:

- It is recommended that parents will encourage their child/ren to set aside a regular, daily session to read and complete home learning tasks.

In Prep to Year 2
- Home learning will consist of daily reading to, with and by parents/care givers or older siblings. This will not exceed 30 minutes each day.
- A uniform reading log for Prep to 2 will be used.
- In partnership with parents, teachers can make arrangements to send incomplete classroom tasks home for completion.

In Years 3 and 4
- home learning will consist of daily reading to, with and by parents/care givers or older siblings. This will not exceed 30 minutes a day.
- A uniform reading log for Years 3 and 4 will be used.
- In partnership with parents, teachers can make arrangements to send incomplete classroom tasks home for completion.

In Years 5 and 6
- Home learning will include independent reading and may include extension of class work. This will generally not exceed 45 minutes a day.
- Teachers will assess homework and provide timely and practical feedback and support.
- Class work that is not finished due to extra-curricular activities will be completed as homework.
- Students who do not utilise class learning time appropriately are expected to complete unfinished tasks at home.
- Any incomplete work tasks that are sent home as homework will be accompanied by a standardised form that will need to be signed by parents/guardian and returned the following day.
- A student diary will be used in Grade 5/6.

EVALUATION:

- In formal observations of parental involvement and children taking responsibility for their home learning.
- Feedback from students and parents including Parent Opinion Survey results and Attitude to School Survey.
- The policy is included in the School Parent Information Handbook.
Drouin West Primary School

Head Lice Program

For the many families and teachers, of primary school aged children, head lice continue to create concerns. While it is known that head lice do not carry any infectious disease here at Drouin West, the Principal, teaching staff and school council have developed a parent-managed, head lice program to help parents manage head lice. A group of trained parents at the school have coordinated the program and it is fully supported by the Principal, teaching staff and the School Council.

Program goals include:

1. Reduce the frustration and misinformation associated with head lice
2. Decrease the concerns regarding head lice within the school community
3. Protect families from misusing potentially harmful insecticide treatments
4. Promoting regular home based screening using a conditioner and comb method

We invite you to include your child in our screening program by signing a head lice permission form when enrolling your child into school.

The volunteers will dry check all hair. There are no toxic chemicals used in this method and no treatment is undertaken at the school.

Regular updates about our program will appear in the newsletter. Interested parents are welcome to participate in the screening program/sessions.

If there are any questions please feel free to contact the school.

Thank you
Kerry Ware
Principal
4.18 HEAD LICE

PURPOSE: Assist parents with the management of head lice and to reduce severity of outbreaks and their reoccurrence.

AIMS:
- To stop the spread of Headlice in the school.
- To provide information and advice for parents and teachers through the newsletter and information sessions.

IMPLEMENTATION:
- At the time of enrolment a permission note will be sent home giving approved trained parents the authority to check all children’s hair.
- The note will indicate that if a parent refuses to give authority for school personnel to screen their child’s hair for head lice that they will take responsibility to screen their own child. The school will notify all parents who have not given permission when a screening occurs.
- Screenings will take place as necessary and strict confidentiality will be maintained at all times.
- Lice treatments are kept at the office and sold at their cost price as a service to parents.
- Principal will be informed of any infestations and the principal will contact the parents/guardians/OSHC/Day Care Centre co-ordinator personally.
- The principal will inform parents/guardians of the procedure for treatment required before a child can return to school (ref. Regulation 13 and 14 of Health Infectious Diseases Regulations 2001).
- Information brochures will be provided to inform parents of myths and to provide up to date information on the successful treatment options available.
- A copy of the Head Lice policy will be included in the school handbook.
- Parents will be notified through the weekly school newsletter if there has been a head lice outbreak.

EVALUATION:
- Permission notes are returned.
- Children are treated promptly upon infestation.
- Information is provided through the newsletter.
CONSENT FORM TO CONDUCT HEAD LICE INSPECTIONS

Permission to cover the duration of the student’s school at:
Drouin West Primary School

For the many families and teachers, of primary school aged children, head lice continue to create concerns. While it is known that head lice do not carry any infectious disease here at Drouin West, the Principal, teaching staff and school council have developed a parent-managed, head lice program to help parents manage head lice. A group of trained volunteer parents at the school have coordinated the program and it is fully supported by the Principal, teaching staff and the School Council.

Program goals include:

1. Reduce the spread of head lice.
2. Reduce the frustration and misinformation associated with head lice
3. Decrease the concerns regarding head lice within the school community
4. Protect families from misusing potentially harmful insecticide treatments
5. Promoting regular home based screening using a conditioner and comb method

We invite you to include your child in our screening program.

If you would like to include your child in our screening program the permission slip below needs to be completed and returned to the school. The program works best when the vast majority of children at the school are involved in a screening program.

If you would prefer to screen your child yourself, information on the best technique is available from the school office.

The volunteers will dry check all hair. There are no toxic chemicals used in this method and no treatment is undertaken at the school.

Regular updates about our program will appear in the newsletter. Interested parents are welcome to participate in the screening program /sessions. The names of the current volunteers are available from the school office.

If there are any questions please feel free to contact the school.

Thank you
Kerry Ware
Principal

Please circle your response

I give /do not give permission for my child to participate in the Drouin West Primary Head Lice Program.

Parent’s/guardian’s/carer’s full name: ________________________________________________________________
Parent’s/guardian’s/carer’s full name: ________________________________________________________________
Name of child attending school: ________________________________________________________________

I hereby give my consent for the above named child to participate in the school’s head lice inspection program for the duration of their schooling at this school.

Signature of parent/guardian/carer: ___________________________ Date: ___________________________
Signature of parent/guardian/carer: ___________________________ Date: ___________________________

Please inform the school if guardianship/custody changes for your child, as this form will need to be re-signed to reflect these changes. Please also inform the school in writing if you no longer wish to provide consent for the school to undertake head lice inspections for your child.
4.20 STUDENT ELECTRONIC DEVICES POLICY

Ratified: 14/12/2010 Revised 2010

PURPOSE:

Inform students that personal electronic devices and recording equipment (eg Nintendo DSi) are not accepted on school grounds during school hours, school activities including camps, excursions, incursions, sleepovers, incursions and Out of School Hours Care.

AIMS:

- Students are not to use or carry personal electronic devices during the school hours or school activities, excursions, incursions, camps and sleepovers.
- To make parents aware of their responsibility in supporting the no personal electronic devices and recording equipment policy of the school.
- For educational purposes students will be asked to use the schools digital cameras & recording equipment.

DEFINITIONS:

- Electronic Devices include:
  - Mobile Phones
  - Digital cameras
  - iPod & iTouch & MP3 players
  - DS, DS Lite & DS1
  - iPad
  - Computers
  - PSP (Playstation Portable)

IMPLEMENTATION:

- Students found with personal electronic devices and recording equipment during school hours and during school activities will have the electronic device and recording equipment confiscated and stored in the office to be collected by the parent at the end of the day.
- Parents will be notified of any confiscated items.
- Downloading from the schools digital cameras and recording equipment will take place with permission of a member of Drouin West Primary School staff. Images will then be deleted from the schools digital camera or recording equipment.
- Notify the school community through the parent handbook and information sessions.

EVALUATION:

Number of electronic devices and recording equipment confiscated through the school year. This will be reviewed annually
3.15 ACCEPTABLE INTERNET USE  Ratified 14/12/2010  Revised 2010

PURPOSE: Ensure appropriate Internet use with adequate supervision and parental involvement to meet students' educational need at school. Ensure usage is for educational purposes.

AIMS:
- To not use Internet facilities in any illegal manner, such as contravening copyright, defamation, censorship, criminal laws, and creating and sending offensive messages.
- To not use Internet facilities to achieve unauthorised access to inappropriate sites.
- To provide a Student Code of Practice for use of the Internet.

IMPLEMENTATION:
- Student's Internet access will only be available when supervised by a staff member or an authorised adult.
- The Internet is to be used only for educational purposes.
- Students and teachers to be made aware of legal requirements regarding copyright and appropriate behaviour on networks.
- An Internet Delivery Service will provide accurate reports of Internet usage as required.
- Staff to receive professional development on Internet usage.
- Students from grade 3 to grade 6 are to be trained in the responsible use of the Internet using programs like Cyberquoll.
- Filtering software will be continued and updated in accordance with DEECD policy.
- Staff will monitor files held on the network.
- Inappropriate sites will be reported to DEECD.
- Student Code of Practice regarding Internet usage sent home at the beginning of the school year to be read and form signed by parents from grade Prep to grade 2 and by students and their parents from grade 3 to grade 6 before access to the Internet is allowed each year.
- Code of Practice to be included in the school handbook.
- Teachers are to keep accurate records of those students who have returned Code of Practice forms. A copy will be placed on the students file and a copy will be retained in the teacher’s classroom folder.
- Misuse of the Internet will be referred to the Principal and parents and removal of Internet access will follow.
- All students will be given an internet user name and password.
- Students are not permitted to use software to unblock sites.

EVALUATION:
- Continual monitoring of student usage by teachers, computer technician and Internet Delivery Service.
- Regular review of filtering software and virus protection.
- Code of Conduct to be continually monitored.
- This policy is to be reviewed annually.
6.6 E.M.A.  

**Purpose:**
- The Education Maintenance Allowance (E.M.A.) supports the education of students from eligible families.

**Aims:**
- To ensure all eligible parents receive the Education Maintenance Allowance.
- To ensure the allowance is managed effectively at a school level in compliance with relevant Department of Education and Early Childhood Development requirements and parent written instruction.
- To ensure all details are confidentially, sensitively and effectively managed at a school level.

**Implementation:**
- Details relating to the E.M.A., eligibility, and due dates for applications will be communicated to parents via the school newsletter.
- E.M.A. information will be distributed in languages appropriate to the school community so as to ensure all eligible parents are aware of application requirements. Non-English E.M.A. information is available from: 
  
- The school will inform parents that late applications will be rejected, unless there are extenuating circumstances.
- In addition to the E.M.A. application form, parents will be required to complete a ‘use of E.M.A. funds’ form. This form lists options for the parent to choose, giving direction on how the school can use the funds on behalf of the parent.
- The E.M.A. is provided twice each year, with a percentage of each payment being made to the school and the remaining percentage allocated to parents.
- The school will spend the school portion of the E.M.A. on the supply of materials or services for which all parents may be asked to provide. This does not include any voluntary contribution.
- The school will encourage parents to use the direct payment option. Families opting for cheques will be contacted as soon as practical after the school receiving them, accompanied by an up-to-date account, which identifies outstanding levies and any voluntary contributions.
- Parents will be provided with the opportunity to ‘sign over’ their E.M.A. cheque to the school to pay outstanding levies or to contribute voluntary contributions if they wish.
- At the end of the school year the office will carry over to the following year any unexpended school funds from the school’s portion of the E.M.A. or, alternatively, if the student is leaving the school the unexpended funds can be transferred to the students’ next school.
- Parents collecting E.M.A. cheques must provide identification (if unknown by office staff) and must sign a collection form.

**Evaluation:**
That EMA is used effectively for the educational needs of children of eligible families.
DROUIN WEST PRIMARY SCHOOL
CODE OF PRACTICE PREP TO GRADE 2

Parent/Guardian Agreement

I agree to allow my child to access the Internet within areas specified that have been previously viewed by the classroom teacher or quality assured and available through Department of Education, Employment and Training’s web site or other sources approved by the school.

I understand that my child will only use the Internet with teacher permission.

I expect that adequate supervision will always be available when my child is using the Internet.

I understand that all incoming e-mail correspondence will be approved by a member of the school staff before being given to students.

I have explained to my child that he/she should click on the Home button and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.

My child is aware that he/she should never give out personal information including their phone number, last name or home address when using the Internet.

I give permission for
(Child’s Name) ________________________________

to use the Internet at Drouin West Primary School

Parent or Guardian’s Name ________________________________

Parent or Guardian’s Signature ________________________________

Date ________________________________

OR

I do not give permission for
(Child’s Name) ________________________________

to use the Internet at Drouin West Primary School

Parent or Guardian’s Name ________________________________

Parent or Guardian’s Signature ________________________________

Date ________________________________

Received by
Teacher / Principal
Name ________________________________ Date ____________
DROUIN WEST PRIMARY SCHOOL
CODE OF PRACTICE GRADE 3 TO GRADE 6

Student Agreement
When using the Internet at Drouin West Primary School I will:

- Only use my own “login” and password when using the computer.
- Only work on the web for purposes specified by my teacher.
- Not give out personal information such as my surname, address, telephone number, and parent’s work address/telephone number.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher’s permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use materials from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the Internet to frighten or annoy another person.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- I agree to use the Internet in a responsible manner, but if I find myself in unsuitable locations I will immediately click on HOME or turn the monitor off and inform the teacher.

I understand that breaches of the rules will see me lose my Internet access rights for a period of time determined by the school.

Student Name __________________________________________________________
Student Signature __________________________________ Date ______________

Parent/Guardian Agreement
I agree to allow my child to access the Internet within areas specified that have been previously viewed by the classroom teacher or quality assured and available through Department of Education, Employment and Training’s web site or other sources approved by the school. I understand that my child can only use the Internet with teacher permission.

I agree to __________________________________ using the Internet at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent or Guardian’s Name ______________________________________________
Parent or Guardian’s Signature ___________________________ Date ____________

OR

I do not give permission for my child ________________________________
to use the Internet at Drouin West Primary School

Parent or Guardian’s Name _____________________________________________
Parent or Guardian’s Signature ___________________________ Date ____________

Received by Teacher / Principal Name_____________________________ Date ____
STUDENT WELFARE/MANAGEMENT PLAN
PHILOSOPHY

Our school community recognises that a proactive behaviour management structure will support students in developing their emotional intelligence, resilience and social competences. These aspects of a child’s development are linked to long term occupational and life success.

We aim to provide a positive learning environment where all students can learn and feel safe. We encourage students to take responsibility for the choices they make. We understand that the impact one student may have upon the social dynamics of a classroom environment and believe with support and clear and consistent feedback children can learn to make appropriate choices. We encourage children to build empathy, develop thoughtfulness and accountability for the way a person chooses to behave. We address the causes of the harm, the impact of the harm on those affected and investigate ways to make amends and to put things right.

POSITIVE BEHAVIOUR SUPPORT - OUR 4 B’s
Students and staff listed all the behaviours they would like to see in the various areas of our school making it the best school for all involved. These behaviours were sorted into groups of behaviours with input from students, teachers and the Positive Behavioural Support Team. These behaviours were then grouped and given a title. We came up with our 4 “B’s which will be easier for students to recall:

Be a Learner, Be Safe, Be Respectful and Be Kind.

These expectations of behaviour will be taught explicitly at the beginning of the year using the detailed matrix explaining what each means. These are displayed in the appropriate areas of the school. Each matrix was developed during 2009 by students, staff and the Positive Behavioural Support Team and are reviewed to ensure they are up to date. The following are for the classroom and playground areas.
4 B’s picture here and on page 37
POSITIVE STRATEGIES

- Student Awards are given out in classrooms, during specialist classes and the playground for good and improving behaviour.
- Students have the opportunity to redeem these awards at the Honey Pot Shop on Fridays before assembly.
- Staff give non-verbal reinforcement (smiles, nods, thumbs up)
- Staff give positive specific praise and encouragement.
- Public acknowledgement (awards, certificates) are awarded at weekly assemblies.
- Privileges and special opportunities are organised as staff decide is appropriate.

In addition to extrinsic acknowledgement, students also experience personal gains including:

- Quality relationships with peers and staff
- Academic success
- Satisfaction and feelings of self-worth
- The positive feeling of doing the “right thing” and being a contributing member of a group.

INTERVENTION STRATEGIES

Intervention is any strategy designed to support students who are experiencing difficulty in meeting the schools’ expectations. This can range from a corrective statement to very rarely, school suspension.

We adopt restorative justice practices in all classrooms and in the playground environment. Through class meetings, Junior School Council, peer group conferences and 1:1 conversations the culture of our school has students who are encouraged to work together to resolve conflict in a respectful and assertive manner.

The restorative justice process is participatory and focuses on the incident and the impact of the harmful behaviour. All those responsible and accountable, including individuals affected by the wrongful conduct are bought together. Through conferencing individually and collectively, people address the causes of the harm, the impact of the harm and investigate ways to make amends and restore relationships.
Programs including Values in Education, Success for Boys, The Games Factory, Peer Mediation, Bounce Back, Friendly Kids, Friendly Classrooms and Friends for Life strategies have also been adopted across the school to help children learn to be socially skilled and knowledgeable. These programs complement and broaden our approach to meet the individual needs of children.

**CLASSROOM WELFARE AND DISCIPLINE PLAN**

Please refer to the flowchart on page 38.

The following form will be sent home to parents for signing, informing them about student’s behaviour which interrupts learning in the classroom or specialist programs at step 3. Parents are asked to sign and return this form the following school day.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Comment</td>
</tr>
<tr>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td>Removal from group in classroom.</td>
<td></td>
</tr>
</tbody>
</table>
| Removal to another classroom.  
This note sent home for signing. | |
| Sent to Principal  
Contact made with parents | |
| Parent comment (Optional) | |

Parent Signature: ____________________________  Date: ________________

If deemed appropriate a communication book may be established to promote daily contact between parents and the school. Student may also be placed on a behavioural contract and given specific guidelines with the opportunity to work towards specific rewards. This is established by the classroom teacher in consultation with the Principal and the parents.
4 B’s in classroom picture here
Building relationships founded on trust and valuing all others, underpins our student welfare and discipline. Each year staff discuss in consultation with the children the classroom rules and expectations. Most children value being part of their class team and adhere to classroom rules. We focus on reinforcing positive behaviour and giving feedback to students to support them in their decision making.

The following steps are the consequences of poor behaviour choices.

**CLASSROOM Welfare/Discipline Flow Chart**

1. **Initial warning.**
   - For throwing things, unacceptable language, violent or defiant behaviour a student goes directly to the Principal Office.

2. **Time out within the classroom.**

3. **Student removed to another classroom.**
   - Note sent home to be signed by parent and returned. If not returned, teacher contacts parent.

4. **If disruptive behaviour continues, student removed to Principal's Office.**
   - Principal contacts parents.

**PLAYGROUND Welfare/Discipline Flowchart**

1. **Initial warning and name and behaviour recorded in red book.**

2. **Detention**
   - Walk with yard duty teacher or time out at the front of the office.

3. **Detention**
   - Student fills in a form and takes home for a parental signature.

4. **Detention**
   - Restricted playground area or alternative playtimes or parents to collect child from school.
PLAYGROUND MATRIX

A flowchart on page 34 shows clear consequences of poor behavioural choices.

Should a child receive a school detention he/she will be required to fill in a form stating what occurred and what needs to be done to avoid repeating the behaviour that led to the detention. This form is to be signed by the child and a parent. The child will be required to remain in the office under supervision during part of their lunchtime for a conference. The student will be required to participate in an Individual conference where the child can explain what happened, what they were thinking, what they have thought about since it happened, decide whether they did the right or wrong thing, think about who has been affected, how this can be fixed up and what help they need. Only in extreme cases will a child be given “in school suspension” or “school suspension” following the Department of Education and Training processes.

RIGHTS AND RESPONSIBILITIES OF ALL CHILDREN

<table>
<thead>
<tr>
<th>RIGHTS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To be an individual and to be treated fairly.</td>
<td>To treat others fairly and not discriminate.</td>
</tr>
<tr>
<td>2. To be respected and treated with kindness.</td>
<td>To treat others with respect and kindness.</td>
</tr>
<tr>
<td>3. To express ideas and feelings in a socially acceptable manner.</td>
<td>To allow others to express their opinions. To show tolerance, respect and thoughts for others.</td>
</tr>
<tr>
<td>4. To benefit fully from school.</td>
<td>To come to school regularly and arrive on time, to complete work and assignments and to allow others to work without interruption.</td>
</tr>
<tr>
<td>5. To feel safe at school.</td>
<td>To know and comply with expected behaviours designed to keep the school a safe place.</td>
</tr>
<tr>
<td>6. To have a caring and healthy school environment.</td>
<td>To take care of ourselves and our own and others property.</td>
</tr>
<tr>
<td>7. To tell our side of the story if we are accused of rule breaking.</td>
<td>To be honest and truthful about our own behaviour.</td>
</tr>
</tbody>
</table>
RIGHTS AND RESPONSIBILITIES OF PARENTS AND GUARDIANS:

- right to communicate about a child with staff during suitable school hours
- responsibility to bring any enquiries, complaints, problems to the attention of staff through the Principal
- right to expect a reasonable level of education for their children
- right and responsibility to support and reinforce both social and academic aspects of school life
- right to be involved in school programs and responsibility (both social and academic) whenever possible to support the children
- right to expect confidentiality
- responsibility to uphold classroom confidentiality
- right to be treated with respect when on the school premises
- responsibility to treat others with respect when on the school premises.

COUNSELLING AND INTELLECTUAL ASSESSMENT OF STUDENTS

A psychologist visits the school throughout the term as requested through the Principal. She is available to formally assess the intellectual ability of students and offer counselling to students who are experiencing social or emotional problems. Permission forms (available through the Principal or class teacher) must be completed by parents so that assessments can be carried out.

SPEECH THERAPY

A speech therapist is available to formally assess students for speech impairments or language disorders. Permission forms (available through the class teacher or Principal) must be completed by parents prior to the therapist working with new students.

Child Dental Services – Aged 0-17 years

Public dental services for pre-school and school aged children from 0-17 years are provided through Latrobe Community Health Service’s Dental clinics across Gippsland. Previously these services were provided under the Dental Health Services Victoria – School Dental Scheme.

Who can use this service?

- All pre-school and primary school children
- All secondary students up to the age of 18 who are dependents of concession card holders, or hold their own concession card.
- Adolescents aged 14 to 17 who may have left formal schooling can use the service if they or their parents hold a current health care or pensioner concession card.

Type of care provided

Latrobe Community Health Service’s Dental clinics offer care to all children every one to two years. After your child’s first course of care is completed you will be sent out a letter of offer for further treatment in two years. Children who are assessed as high risk will be seen every 12 months.

All general dental treatment is provided including:

- Dental check-ups and advice
• Dental sealants to prevent decay
• Teeth cleaning
• Fillings

Who provides the treatment?
• General treatment is provided by dental therapists, including x-rays and extractions.
• More complex care is performed by dentists.
• Specialist dental care can be arranged.

Where will the care be provided?
Care is provided at our Community Dental Clinics located throughout Gippsland – at Moe, Warragul, Morwell and Churchill.

How much does it cost?
• The service is free for your child if you hold a current health care or pensioner card or if your child is enrolled in a Special Development School.
• Non-concession cardholders pay a fee of $28 per child (maximum $112 per family) per course of care, which includes a dental examination and all general treatment. Secondary students without a valid concession card will be unable to access the service.
• Payment is made either by credit card, cheque or money order made payable to Latrobe Community Health Service (cash is only accepted at the Moe clinic).
• Payment cannot be claimed through private health insurance.

To discuss your options or to arrange an appointment at your nearest clinic, simply call (03) 5127 9189.

SCHOOL MEDICAL EXAMINATIONS
School nursing staff conduct health examinations of state school children in the Preparatory Year in response to the information filled out by parents. The nurses also –
• accept referrals by parents, teachers and children where a child has health and / or welfare problems;
• refer children with health problems to their general practitioner or other appropriate agency, with the written permission of parents;
• review children referred for action, who have special needs or with borderline results from a previous examination.

INFECTIOUS DISEASES IN SCHOOLS:
EXCLUSION FROM SCHOOLS
The principal is required to exclude children according to the following table, under the Health (Infectious Diseases) Regulations 1990. Note that the Regulations require the parent or guardian to inform the principal as soon as practical if the child is infected with any of the diseases listed in the table or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever exclusion and determination of recovery will be matters for the municipal Medical Officer of Health.
“Contact” means child of school age or preschool age living in the same house as the patient, “patient” includes carrier and “school” includes any preschool centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions hereunder prescribed are complied with.
<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least 4 days after the onset of rash.</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclude Duration</td>
<td>Not Excluded Conditions</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Vero toxin producing <em>Escherichia coli</em> (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Ministry Guidelines regarding AIDS/HIV and Hepatitis B state that children must have weepy sores; cuts etc. completely covered or remain at home until they are healed.