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We warmly welcome you to Pakenham Springs

Pakenham Springs prides itself on the warm, harmonious and caring learning environment it has established where students feel secure, happy and are highly motivated to learn. We aim to make this school a place where your child becomes strong and confident, having high self esteem and high standards of cooperation and social behaviour.

The school offers an outstanding comprehensive curriculum in Mathematics, English, Science, Digital Media, Health and Physical Education, The Arts and, Languages Other than English. Teachers at Pakenham Springs have high expectations of students and foster in students a drive to achieve their personal best, whilst recognising the individual needs and differences of students.

At Pakenham Springs we see the education of your child as a partnership between school and home. At Pakenham Springs we foster open and positive communications between the parents and all school staff. We aim to make parents feel comfortable and welcome at the school and encourage them to participate in school activities. We also provide many opportunities for parents to contribute to school decision making. The attitude you have about the school has a powerful impact on your child's behaviour and your child's motivation to learn. We therefore ask for your support in developing your child's positive perception about the school.

The school has a positive student oriented focus where standards of behaviour are detailed with students being integrally involved in setting classroom rules. A whole school code of conduct has been developed and a copy of the procedures is made available to all parents. Students also participate in the school's decision making through a variety of programs designed to increase their leadership skills and their connection to their school and community. In addition we distribute awards and positive reinforcement to encourage students to strive for excellence and a high standard of social behaviour. These are strategies the school will continue to employ to make students aware not only of their individual rights, but of their responsibilities and consideration for the rights of others.

This booklet is designed to help you understand the operation of our school thus strengthening the link between home and school which we see as a vital characteristic of an excellent school.

We look forward to working in close cooperation with you in ensuring that the time your child spends at Pakenham Springs will be a joyful and productive learning and social experience which will help develop your child into a caring and responsible member of our local and global community.

Kerryn Baillie
PRINCIPAL

Leadership Team Structure



Principal
Kerry Bailie



Assistant Principal
Years Prep and One
Danny Forster



Assistant Principal
Years Two and Three
Jane King



Assistant Principal
Year Six
Renee Cotterell



Learning Specialist
Literacy
Megan Ryan



Learning Specialist
Numeracy
Scott McKinnon

1. INTRODUCTION

A Focus on the Basics-

At Pakenham Springs we have a clear focus on the development of students' literacy (reading, writing, speaking and listening) and numeracy skills. We see these as the foundations for continued learning, and as such need students to become proficient with these skills as they progress through their education. At Pakenham Springs we feel the curriculum needs to build the basics, but also extend students' knowledge and understandings in the key areas of English and Mathematics.

Our teachers engage in on-going discussions about what are the most essential skills and knowledge each student must acquire and master.

Curriculum-

At Pakenham Springs the learning programs delivered are based on the Victorian Curriculum. This document details what is important for students to learn and develop during their time at school. They provide a set of standards which we use to plan student learning, assess student progress and report to parents.

At Pakenham Springs we aim to prepare young people for a world in which knowledge is highly valued and constantly changing.

At Pakenham Springs we know that young people need a broad range of knowledge and social, personal and thinking skills. Our learning programs help them acquire essential knowledge and skills and prepares them for the next stage of their education.

School Improvement-

At Pakenham Springs we always aim to improve the quality of education we provide. Through a variety of feedback mechanisms we have developed a good understanding of our strengths and areas for continued development. We want to get better at what we do.

Learning Focus-

We strive to make the standards we set challenging for each child and appropriate to their needs and level of development. We want the school's learning programs to meet the needs of each child.

Stimulating Learning-

Teachers at Pakenham Springs want to make learning fun and interesting. Through an engaging curriculum we aim to motivate students to learn and encourage them to always try their hardest. We encourage students to persist with their learning even when it becomes difficult.

At Pakenham Springs we are.....

- shifting our focus from teaching to a focus on learning
- shifting our emphasis from what is taught to what students have learned
- shifting from a coverage of content to demonstration of proficiency

At Pakenham Springs we are serious in our endeavours to continue to develop the school's learning programs. We want to continue to raise the level of achievement of our students whilst giving them the best possible opportunities in their future life.

As a Professional Learning Community at Pakenham Springs we judge our effectiveness on the basis of results. Teachers at the school work together to improve

student achievement; this is the routine work of everyone at Pakenham Springs.

At Pakenham Springs our daily work is guided by four critical questions about learning:

- What knowledge and skills should every student acquire as a result of this unit of instruction?
- How will we know when each student has acquired the essential knowledge and skills?
- How will we respond when some students do not learn?
- How will we respond when some students have clearly achieved the intended outcome?

Pakenham Springs is focused on increasing student engagement. At Pakenham Springs the wellbeing of our students is paramount. Pakenham Springs is committed to providing quality learning opportunities that enable all students to achieve within a safe, supportive and structured learning environment.

Pakenham Springs' focus on learning is underpinned by its approach to student engagement and wellbeing. We want our students to look forward to going to school and wanting to be active learners. Through our approach we support our students' development of valuable and appropriate social skills which allow them to participate positively in their experiences at school.

High Standards of Behaviour-

At Pakenham Springs the engagement and wellbeing of our students is paramount. We have a strong focus on student wellbeing where standards of behaviour are explicit and where self-discipline is recognised as an integral part of the learning process.

Through our approach to wellbeing we ensure a safe and secure environment which encourages and supports students in the development of their self-awareness.

At Pakenham Springs we are proud of the focus placed on learning. As our motto says.... "Pakenham Springs is a learning community". The only way that we are able to maintain our focus on learning and to maintain a safe and productive learning environment for all students, is to ensure that we have a clear and comprehensive way of managing student behaviour and responding to any breaches which may occur.

Social Skills-

Students are instilled with a sense of personal and community responsibility, and encouraged to value co-operation, respect and independence.

At Pakenham Springs social skills are actively taught and modelled to encourage emotional resilience and confidence. High levels of student ownership are encouraged through the development of pride in their school.

Through a well-established process of identification, acknowledgement and reward, we celebrate the learning and behavioural efforts and achievements of our students.

At Pakenham Springs student engagement is seen as the pathway to learning success.

Behaviour Management-

At Pakenham Springs processes have been put in place to ensure that each child's behaviour is managed fairly and in a consistent way. Pakenham Springs has a whole school behaviour management approach based on research which allows student behaviour to be managed in a sensible way. The aim of this approach is to ensure learning is given the highest priority by managing behaviour so that disruptions to learning are minimized.

Student Safety-

At Pakenham Springs we actively teach students how to behave and act through the school's Social Skills program so that students develop their understanding of how to treat others in a caring and friendly manner. Our approach aims to reduce bullying behaviour and incidents of teasing and students being mean to each other.

Connectedness to Peers-

Through its approach to Student Engagement and Wellbeing, Pakenham Springs promotes and develops students' ability to get along with their peers. Our focus on respect and dignity ensures students feel accepted by other students at the school.

Pakenham Springs strength is its dedicated and united staff. At Pakenham Springs our staff put our students first. Pakenham Springs is committed to attracting a diverse, professional, energised and talented staff to ensure that our students are given the best possible learning opportunities.

Pakenham Springs' focus on learning is supported by ensuring that staff are provided with an extensive and on-going professional learning program aimed at enhancing and developing the skills of our teachers and other staff. At Pakenham Springs we believe that we are all learners and model this important characteristic to our students on a daily basis.

At Pakenham Springs we believe our greatest asset is our staff.

At Pakenham Springs all staff are focused on creating a stimulating learning environment for all students. Teachers go to great lengths to ensure that learning is given the highest priority. Teachers strive to motivate all children so that they want to learn. Teachers encourage all children to persist with their learning even when it may be difficult.

Teachers at Pakenham Springs endeavour to make learning fun, whilst remembering that some learning just requires the 'hard yakka' to master it.

Our talented staff endeavour to engage students actively in their learning, making sure that the learning is relevant and builds the skills and knowledge they will require in later life.

Staff Morale-

At Pakenham Springs we believe that staff morale is crucial to maintaining our focus on learning. Teachers at Pakenham Springs recognize the important role they play in the lives of young people and the important role model they play in the day to day lives of our students.

Teachers at Pakenham Springs are extremely dedicated to their profession and in delivering the best possible learning outcomes for our students.

Teachers and all staff at Pakenham Springs are enthusiastic about their chosen careers and are passionate in wanting to do their very best for our students. Staff take a lot of pride in doing their work well, for the benefit of our students. Through energy and drive our staff keep trying to do better and better.

Approachability-

At Pakenham Springs teachers strive to make themselves



approachable and available to discuss any parents concerns as they arise. Pakenham Springs encourages two-way communication between the staff and parents. We aim to make parents feel comfortable about approaching the school with any concerns or queries they might have. School staff endeavour to see things from a parent's point of view and to resolve issues quickly focusing on a positive outcome.

Parent Input-

At Pakenham Springs we actively seek out parent input and involvement into the school. We know that where parents are actively involved or supportive of the staff's endeavours, student learning is enhanced. Through a wide range of opportunities provided at Pakenham Springs parents are provided with an opportunity to get involved in planning and deciding things at this school if they choose to. School Council is a great way to get involved and nominations open up in Term One each year.

Extra Curricular Activities-

Staff recognize that students' interests and passions cover a wide range of areas and as such provide a comprehensive range of extra-curricular activities for them. These activities range from sporting, drama, dance, music, visual arts, gardening programs, and social skills activities. It is the energy and dedication of Pakenham Springs staff that ensures such a full range of extra-curricular activities can be offered.

2. SCHOOL PROFILE

Pakenham Springs Primary School is located in the South East growth corridor and was opened in 2008. The predicted enrolment for 2018 is approximately 835 students. The primary school is located on Livingstone Boulevard, adjacent the council reserve and opposite a shopping centre. Under an arrangement with Cardinia Shire Council a kindergarten, maternal health care centre and occasional child care are also incorporated into the school. The school commenced operation at the beginning of the 2008 school year.

Pakenham Springs is focused on improving student learning. As our students themselves say, 'it's all about learning!' By setting high, yet achievable, standards for all students we aim to continue to 'raise the bar' in regards to student achievement. It is the mission of Pakenham Springs to ensure all students learn the essential skills and knowledge necessary to become productive members of the community.

As a Professional Learning Community, Pakenham Springs is focused on the learning of each student. As a Professional Learning Community our teachers work in collaborative teams to achieve common goals linked to the purpose of learning for all. As a Professional Learning Community we realise that all our efforts must be assessed on the basis of results rather than intentions.

3. ATTENDANCE

It is crucial that children and students develop habits of regular attendance at an early age; even from the time they are enrolled in a pre-school setting. Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

Once learners have begun to absent themselves from pre-school or school, and the initial cause of this remains undetected or unexplored, it is likely that the pattern of absence will continue and escalate through the subsequent school career.

It is a legal responsibility for teachers to keep an accurate record of attendances at school each

day. Obviously the quality of education the school can provide your child will depend on your child's regular attendance. Schools are also mandated to follow up student absence and lateness rates and to report any concerns regarding attendance to the Department of Human Services.

If your child is absent from school it is important that the absence is logged on the School's Compass portal. You will be provided with your own personal login details at the beginning of the school year, as well as directions to the Portal. If you are unable to access the Compass Portal, a written note to the Classroom Teacher is sufficient.

Children are not permitted to leave the school grounds without written permission from the parent and or guardian.

4. ACCIDENTS / ILLNESS AT SCHOOL

Pakenham Springs has a fully equipped first aid room. Several staff members have completed first aid courses and we feel we are competent to handle most minor injuries. Children who are known to be, or suspected of being ill should not be sent to school. Our first aid room is for emergency care of children who become ill or are injured at school.

If a child becomes ill at school then he/she is taken to the first aid room then families are notified.

In the case of minor injuries treatment is administered and the child sent back to the classroom. A note will be sent home with the child or a notification sent on Compass, detailing the nature of the injury/illness and the treatment given. In the case of more serious injuries parents or, if unavailable, emergency contacts will be notified as soon as possible via phone. If neither contact is available a decision will be made as to whether to seek assistance from the local medical centre. In all cases the wellbeing and safety of the child will be our prime concern. Sick or injured students cannot remain for a long period of time in the school sick bay.

The emergency information we keep on each child is of prime importance. The emergency contact numbers are very important as often parents are not available when we call.

Please advise the school immediately of any changes to:

- a) home address and telephone numbers;
- b) occupations and work contact numbers (particularly if the parent who is normally at home has joined the work force);
- c) names and telephone numbers of emergency contacts.



It is also imperative that parents keep the school informed of any allergies or illnesses suffered by the child which require special care and attention.

5. ANAPHYLAXIS MANAGEMENT

Pakenham Springs is committed to providing a safe and supportive environment in which children diagnosed at risk of anaphylaxis can participate equally in all aspects of their schooling.

Ministerial Order 706 requires that all schools across Victoria must have an Anaphylaxis Management Policy in place if they have a student enrolled who has been diagnosed at risk of anaphylaxis. Schools are required to have in place:

- individual management plans for each child diagnosed at risk
- a communication plan to inform staff, parents and students about anaphylaxis and the schools policy
- procedures to ensure that appropriate staff are trained

What is anaphylaxis?

Anaphylaxis is a severe allergic reaction to a substance, most commonly nuts, egg, milk, wheat, soy, seafood, some insect stings and medications. Anaphylaxis can be life threatening, but with proper management and prevention strategies in place the risks can be substantially reduced. Some symptoms of anaphylaxis include swelling of the lips, face and eyes, difficulty breathing, abdominal pain and/or vomiting and loss of consciousness.

What is the responsibility of the parent/guardian of a child who has been diagnosed at risk of anaphylaxis?

The parent/guardian must:

- inform Pakenham Springs staff of the diagnosis and its causes
- discuss strategies with the school
- work with Pakenham Springs to develop an individual Anaphylaxis Management Plan for your child (in consultation with your child's doctor)
- provide copies of an ASCIA action plan for the child, with up to date photograph/s
- supply the school with the child's Epipen® and ensure it has not expired
- inform the school if your child's medical condition changes

What is the school's responsibility to a child who is at risk of Anaphylaxis?

The school must:

- have in place an anaphylaxis management policy
- work with parents to develop individual Anaphylaxis Management Plans for students diagnosed at risk of anaphylaxis
- have in place a communication plan to provide information to staff, students and parents about anaphylaxis and the schools anaphylaxis management policy
- know the students who are at risk of anaphylaxis
- liaise regularly with parents
- follow information contained in the student's Anaphylaxis Management Plan
- be trained in how to recognise and respond to an anaphylactic reaction



- in the event of a reaction follow the procedures in the students ASCIA Action plan

Where can I get more information on Anaphylaxis?

For more information go to <http://www.education.vic.gov.au/healthwellbeing/health/anaphylaxis.htm>

6. APPOINTMENTS

Pakenham Springs has an “open door” policy so that parents and students feel welcome at the school. An open door policy allows parents to be involved in classroom programs, assist in ways too numerous to mention, attend open evenings and information evenings, participate in decision making forums at the school, attend parent education sessions and so on.

This “open door” policy allows parents to remain in contact with what is happening in the school and encourages important communication links between the home and school.

Even though the school has an “open door” policy it is important for parents to remember that it is necessary for an appointment to be made if you wish to talk to your child’s teacher. Often a parent will wish to talk to a teacher immediately before or after school. This is often the busiest time for teachers as they are often planning work for students, finalising things ready for the day or just grabbing a quick cuppa before the start of another busy day. Often after school teachers have important meetings which they must attend.

To ensure that your issue is dealt with in a thorough and appropriate way it is vital that an appointment is made. This then allows the teacher to set aside the appropriate amount of time required to speak fully to you about the issue.

The appointment can be made by ringing the school or by making the appointment with the teacher concerned directly. Often a teacher may be able to speak to you at the time. If the teacher is unable to speak to you because of other commitments this should not be interpreted as being unconcerned or uninterested in the issue. It is just the case that they have committed themselves to another task at the time and need to make an appointment with you so that an adequate amount of time can be provided to sit and talk the issue through with you.

7. ASTHMA

Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe. It is important that all school staff are aware of students who suffer from asthma and their individual needs. Symptoms of asthma commonly include:

- cough
- tightness in the chest
- shortness of breath/rapid breathing
- wheeze (a whistling noise from the chest)

Many children and adolescents have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis and frequently require

additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.

Every student with asthma attending the school is required to have a written asthma management plan filled out by their family doctor or paediatrician, in consultation with the student's parent/guardians. This will be attached to the student's records. The parent is also required to complete a School Asthma Management form.

Pakenham Springs requires parents and carers to provide the school with their child's reliever medication along with a spacer (required for puffer medication) for all times the child is attending school, unless the child is carrying the medication and spacer for self-management purposes.

If your child's situation changes it is vital that the school is notified immediately so records can be updated.

8. BIKE RIDING

Students are permitted to ride their bikes to school but must wear well fitting helmets. It is parents responsibility to ensure that children are able to ride their bikes well, that they know the road rules and are satisfied that there is a safe route to the school. The school highly recommends that parents accompany their child on a bike during their first few trips to school to ensure that they are happy that their child has the necessary skills to ride their bike safely. Pakenham Springs do not encourage students under eight years old to ride to school.

A bike enclosure is provided for the storage of bikes during school time. It is a school rule that bikes are not to be ridden in the school yard or along the paths which form the boundary of the school. This includes the school boundary along Livingstone Boulevard, Heritage Boulevard and Henry Road. Children who break this rule or who are reported to the school for unsafe riding practices will be banned from riding their bike to school.

While every care will be taken with bikes brought to the school, Pakenham Springs cannot accept ultimate responsibility for them – owner onus applies. The enclosure at the school is **not locked** during the school day. This is to allow students leaving early to access their bikes, scooters or skateboards. All bikes, scooters or skateboards brought to school must be securely locked to the bike stands in the enclosure or in the storage cabinets. Parents are advised to ensure their child has a lock for their bike, scooter or skateboard to secure it in the enclosure.

9. BIKE, SKATEBOARD, ROLLER BLADES AND SCOOTER RIDING

Bicycles are not permitted to be ridden in the school grounds or around the school perimeter due to the safety risk they pose. (Refer to section of bike riding.)

Roller blades, skate board and scooter riding are not permitted within the school grounds at any times. These items must be carried within the school grounds and securely locked in the enclosure. Parents must ensure that their child has their own lock to secure their skateboard, roller blades or scooter as the enclosure is not locked.

10. BUMPS TO THE HEAD

At Pakenham Springs we take head bumps very seriously. Parents will always be informed of head bumps whenever they occur, no matter how minor they appear to be. As the outcome to even a minor bump or knock to the head can be quite serious, it is policy that parents are contacted and the best management approach discussed. The school doesn't have the medical personnel to be able to offer the level of observation bumps and knocks to the head require in the school setting, so where possible the parent is asked to collect the student.



11. CANTEEN

The Pakenham Springs' canteen reflects the value the school puts on healthy eating practices to students and the wider school community. In addition to providing nutritious foods, the canteen has an important health promoting, and educational role within the school.

For students that use the canteen regularly, the foods purchased there make a significant contribution to total food intake and nutrition. Nutrition is important to health through life and it is particularly important at times of rapid growth and development, which include the school years.

The School Council tenders out the operation of the school's canteen to Jude Fina Foods. The licensee runs the canteen as a private enterprise. The canteen at Pakenham Springs is open for over the counter sales at recess and lunchtime. Students can also place lunch orders. Lunch orders are placed online via QKR! If there are any changes to this system, it will be communicated to all parents at the beginning of the school year. Lunch orders are delivered to the student's classroom for consumption. The staff serving in the canteen have the right to refuse to serve a child if they feel they are being excessive with their over the counter purchases. All excessive purchases are also reported to the principal for follow up with parents.

The School Canteen licensee operates the school canteen under the nutritional guidelines set by the Department and Pakenham Springs School Council.

It would be appreciated if parents could carefully monitor the spending money children bring to school. Please do not allow your child to bring a large amount of spending money to school. (i.e. notes.)

Canteen price lists are updated and sent home regularly. We suggest that the canteen price list should be kept in a handy spot at home. Days the canteen is open for business are regularly listed in the school's newsletter.

12. CAR PARKING

Parents driving children to or collecting children from school are asked not to park in the school's car park. The Department does not provide on-site parking for parents. The on-site car park is restricted to staff, handicapped parking, official school visitor use and allocated parking for the kindergarten and Maternal Health Centre users. It should be noted that the number of spaces for kindergarten and Maternal Health Centre users is limited to 22. These spaces are clearly marked. If these spaces are full then other spaces in the car park cannot be used as these are

allocated for staff. Complex legal and insurance issues arise if parents park in incorrect car parking spaces should an accident occur. To avoid these issues parents are strongly advised to follow these parking restrictions. If all the kindergarten and Maternal Health Centre allocated car parks are full, the only other option is to park in the street.

The car park and car park entrance are not public entrances to the school. Please do not use this entrance as a pedestrian entrance to the school as this presents safety issues for our students.

The safety of the children at Pakenham Springs is of paramount importance. Cars pulling into and reversing out of the school car park at peak times (i.e. when children are arriving or leaving the school) constitute a real danger to the safety of our students. Parents are encouraged to use the car park positions in Henry Road, Heritage Boulevard and Livingstone Boulevard as a drop off and collection point.

Parents may find it more convenient to organise a drop off and collection point a little further away from the school to avoid being caught in the congestion before and after school.

Parents are advised to observe the parking restrictions around the school as parking officers from the Shire Council regularly check that these restrictions are being adhered to.

13. CARE AND SUPERVISION

The following procedures have been set up to ensure the highest level of student care and supervision at Pakenham Springs.

Supervision before and after school

Pakenham Springs provides staff supervision for students arriving before school between 8.45 am and 9.00 am. Pakenham Springs will provide staff supervision for students after school between 3.15 pm and 3.30 pm. Outside of these times the supervision and/or the collection of students is the responsibility of parents/guardians.

Sufficient teachers will be allocated by the school Principal to supervise students during these periods.

Should a teacher be called away to other duties alternate supervision arrangements are put in place in consultation with the Principal or their delegate.

Supervision at recesses and lunch times

Students are required to be adequately supervised during recesses and lunch times. In order to ensure that students are adequately supervised, a "Yard Duty Roster" exists allocating teachers to supervise students in defined areas of the school grounds during these times.



Unauthorised student departure from school

When a student departs from the school (following initial attendance) without authorisation, the parent/guardian will be informed immediately.

Where there is reasonable concern for the student's safety or the safety of others, immediate contact will also be made with the police and the Department's Security Service Unit.

Arrangement for students not collected after school

Parents/guardians are informed when supervision of students is available before and after school hours and that supervision and/or the collection of students is the responsibility of parents/guardians.

If it becomes known that a student who is normally collected from the school, remains at the school well beyond the normal time of collection, attempts will be made to contact the parents/guardians, or the emergency contact person identified by the parent/guardian in the school enrolment records.

Where all reasonable attempts have been made to locate the parents/guardian and the emergency contact persons, and the time is well beyond a reasonable time for collection, consideration will be given to contacting the police or the Department of Human Services and for them to arrange for the care and protection of the student.

Information about the whereabouts of the student will be left with appropriate friends of the student, or next-door neighbours, if known, and at the school.

14. CHAPLAIN

Pakenham Springs is extremely lucky in having a school chaplain. Our school Chaplain, works at the school on a Monday and Tuesday each week.

The role of the school chaplain is a complex one and one that will in many ways be shaped by the needs of the school.

At Pakenham Springs Primary School one of the chaplain's main focuses is the provision of pastoral care. The chaplain is available for confidential pastoral counselling and care of all members of the school community. Where parents request it the chaplain may work individually or in small groups with nominated students. Where this involvement is more intensive than the normal involvement of a routine classroom helper, written parent permission will be obtained. This will ensure that parents are fully aware of the assistance that the chaplain is giving to students and ensure that parents can be actively involved in the process. The chaplain actively promotes student wellbeing, particularly through the provision of pastoral care.

The chaplain is also available to assist school community members in dealing with crisis intervention and trauma debriefing. The chaplain also has a role as an advocate and mediator who can assist in reconciliation between members of the school community. One of the main aims of the chaplain's role is to work to facilitate the connection of students into the school network and wider community. The chaplain aims to integrate the wider community into the school by networking with community and volunteer groups.

The chaplain also plays an active role in the school's student wellbeing programs, providing input where appropriate to school welfare processes and procedures.

As much as possible (as time restrictions will allow) the chaplain uses her talents and abilities to participate and contribute to the life of the school community where possible. As such, when you wander through the school you may well see the chaplain helping

children in the classrooms with their learning, talking to children about problems they are having, playing with the children in the playground, chatting with parents at the school gate, attending excursions with students - assisting and lending her talents in as many and as varied ways as possible for the benefit of our school community.

Whilst working at Pakenham Springs the chaplain will work as part of the Pakenham Springs school team, under the direction of the school principal. The chaplain is obliged to follow all policies and procedures of the school. The Council for Christian Education in Schools is The chaplain employer.

The chaplain has been selected for the position by a panel which comprised of myself, a representative of ACCESS Ministries and others. As an employee of the ACCESS Ministries, the chaplain has met strict employment conditions, including a thorough and appropriate police check.

The chaplain is passionate about developing and supporting the school community. The chaplain is a valuable addition to the staff at Pakenham Springs and brings a wealth of life experiences, skills and expertise to her role at the school.

15. CLASS STRUCTURE

In 2018, there will be 38 classes at Pakenham Springs. They will be as follows:

Prep - 6 classes
Year One - 6 classes
Year Two - 6 classes
Year Three - 6 classes
Year Four - 5 classes
Year Five - 5 classes
Year Six - 4 classes

During Term Four each year, class structures will be revised for the following year and extensive work is put into placing students in classes for the following school year based on their academic and social needs. If you have information to be considered during this process, please put this in writing and submit to the office no later than October 31st.

16. COMMUNICATION BETWEEN SCHOOL AND HOME

Communication between school and home is seen as a vital part of Pakenham Springs, enabling it to develop into an excellent school. Please ensure that any communication is first directed to your child's classroom teacher. Should you require further support then the classroom teacher may suggest making contact with a member of the Principal Class Team. Communication between the school and home will be made in the following ways:

A. Compass

Compass is comprehensive school-wide management system. This will be launched at the beginning of Term One in 2018. Individual login details and instructions will be provided at the beginning of the year. Compass will be used for:

- Communicating absences
- Sick-bay communication
- School reports twice yearly
- Permission forms and payments

- Notifications of upcoming events

Please ensure that you are checking Compass regularly. Access can take place either through an internet browser or by downloading the app.

B. Parent/Teacher Interviews

Parent/teacher interviews are conducted each year. Details regarding dates and the structure of such interviews will be sent home prior to these interviews being conducted. These interviews are a chance to review your child's progress and future needs with the class and support teachers and will be booked online via Compass.



C. Parent Information Nights

Parent information nights will be held during the school year. These nights are aimed at discussing organisational details specific to the grade of which your child is a member.

D. Special Interviews

At times the class teacher or support teacher may decide that an extra interview is required. The teacher involved will contact you to arrange a mutually convenient time. Occasionally it may be necessary to meet with you at a special interview if it is found that your child is in need of special help or if there is a problem regarding your child's behaviour.

Likewise parents may request an interview with a staff member. Parents wishing to arrange a special interview with a member of staff are asked to contact the office to arrange a suitable interview time. Regular contact between home and school is actively encouraged.

E. School reports

School reports are issued twice yearly at the end of term two and at the end of term four. These reports give a detailed account of your child's progress and provide a valuable record of your child's development.

17. CONTRIBUTIONS

The school council is extremely mindful of the demands placed on parents in regards to requests for additional funds in what are for some, extremely difficult financial times. Schools are often caught in the dilemma of requesting too little and thus not being able to offer some of the programs or resources greatly appreciated by students and their parents; or requesting too much and thus alienating the very community they are trying to serve. The school council has decided to request parent assistance in the continued development of the school through an Essential Educational Items charge and Parent Voluntary Contribution.

This Educational Items charge is used to supplement the money provided by the government and assists in supporting the following areas:

- Stationery items provided to your child at the start of the year
- consumable materials used by your child in art and the

classroom which the school is able to buy in bulk (i.e. items such as paint, coloured paper, glue, writing paper)

The Parent Voluntary Contribution is kept as low as possible. The Contribution is used to supplement the money provided by the government and assists in the continued development of our school grounds, the expansion of the school's curriculum resources and the acquisition of resources for the school library, information technologies and reading resources.

Further details regarding these contributions are distributed to all families during term 4 each year.

18. COUNSELLING SERVICES

Some of the aims of our student wellbeing focus will be to increase students' self-esteem, to assist children in developing strategies for interaction with peers and teachers in an appropriate way, and to be responsible for their own actions.

Should your child require extensive counselling and wellbeing support, please contact the relevant Assistant Principal who will direct you to the appropriate supports.

19. COURT ORDERS

Schools have a legal obligation to adhere to the condition of court orders as much as is humanly possible.

As such, it is imperative that the school has a copy of any court orders pertaining to students at the school. If your child or family has a court order that applies to them please ensure that the school receives a copy of these orders as soon as possible. As the court order changes or is updated it is imperative that the school is provided with an updated copy.

20. CURRICULUM

Pakenham Springs provides a thorough education in line with the Victorian Curriculum with an emphasis on Literacy and Numeracy. In 2018 students will be provided with the following support subjects:

- Health and Physical Education
- Visual Art
- Digital Media
- Science (Years 3 –6)
- L.O.T.E. (Languages Other Than English - Japanese, in Prep to Year 2)

Continuity in the educational growth of the student will be ensured through new learning being built upon prior learning and experience.



Continuity will also be evident in procedures for planning, evaluation, assessment and reporting. Balance in the curriculum is regarded as vital as is the need for balance in the variety of teaching and learning styles employed.

The Learning Team, a subcommittee of School Council, is responsible for the development of detailed policy and program statements in these areas of learning in accordance with the Department guidelines.

21. CURRICULUM DAYS (STUDENT FREE DAYS)

The Department of Education allows four days in each school year when teachers are in attendance but students are not. These days are devoted to professional learning of teachers to improve the quality of the education programs they are able to offer the students. The first day of the school year is counted as one of these curriculum days. The School Council is able to schedule the other three days over the school year. The dates of these days will be notified through the school newsletter.

22. DOGS IN THE SCHOOL YARD

Department Policy stats that dogs are not permitted to be brought onto the school premises without Department approval.

Parents are reminded that if they do break this rule and bring dogs into the school yard they are liable (both morally and financially) for any injury their dog may cause. Parents are also reminded that some of our students, particularly our younger students, are timid of dogs and their presence, even on a leash, is unsettling to them.

I am sure that all parents will appreciate the necessity to ensure this safety rule is enforced at the school level.

23. DRESS CODE

In keeping with the Department of Education guidelines, Pakenham Springs has established a dress code for its students. This Student Dress Code is made under the authority which arises from a ministerial Order under the *Education Act 1958*. It should be noted, that under this order the written requirements of the Dress Code Policy take precedence over a student's individual preference in matters of dress.

This Student Dress Code sets out Pakenham Springs' expectations with regard to student appearance and applies during school hours, while travelling to and from school and when students are engaged in school activities out of school hours.

The Student Dress Code has been instituted for the following reasons:

- to create a sense of collective and individual pride in students and their identification with the school
- to remove the sense of competition in dress which can often cause distress amongst students and their families
- to improve the safety of Pakenham Spring's students by making them instantly recognisable in any group when the students are on school excursions and in the wider community

The Student Dress Code applies uniformly to all students (except for the exceptions allowed for, as listed below). In developing the Student Dress Code, it has been ensured that the code allows all students to participate actively and safely in school life. For the above reasons, the School Council has decided that all students attending Pakenham Springs Primary School will wear clothing in a style and colours which are in keeping with the description attached to this policy. The main school colours have been determined as red and navy.

In keeping with the school's Sun Smart Policy Pakenham Spring's Student Dress Code will be based on established sun smart procedures. As such, all students are required to wear a broad brimmed or legionnaire hat during specified sun danger periods whilst in the playground. Baseball hats, or other alternatives which do not offer adequate protection to the face and neck are not acceptable. When students come to school without a broad brimmed/legionnaire hat the procedures as detailed in the school's Sun Smart policy will be followed.

For the safety of our students and to provide a sense of unity in public Pakenham Springs students will not be allowed to attend out of school activities (i.e. excursions/trips) unless they meet the requirements of the Student Dress Code.

Exemptions from the Dress Code:

A process for the granting of exemptions from the Student Dress Code are provided to ensure that the school is able to comply with its obligation under equal opportunity laws. These reasons for exemption allow the School Council to determine a uniform standard across all students, but to still recognise cases in which the application of these standards may affect some students unequally.

Grounds for exemption to the Student Dress Code will be provided where:

- an aspect of the code offends a religious belief held by the student or their family;
- an aspect of the code prevents the student from complying with a requirement of his or her ethnic or cultural background;
- an aspect of the code prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students;
- the student has a particular health condition that requires an aspect of the code to be departed from.

In the case of where the parents can demonstrate particular economic hardship that prevents them from complying with the code, arrangements can be made with the principal.

The school may also declare "out of uniform" days where students are allowed to wear clothing other than that stipulated in the Student Dress Code.

To protect the privacy of students the School Council has delegated to the school principal the power to grant exemptions. A written record of the decision on any application for an exemption and the reasons for the decision will be kept. Where exception to the Student Dress Code is required, parents should make contact with the principal. If it is a temporary matter (i.e. failure to have clothing washed/dried; waiting for damaged or out grown items to be replaced through an order placed at the uniform supplier) a letter should be sent to the student's teacher explaining the situation. It should be noted that this type of exemption is only short term and is to cover "emergency" situations only, not regular non-conformity to the Student Dress Code.

Enforcement of the Dress Code:

The following procedure will be implemented when the Pakenham Springs' Student Dress Code is not followed and no written explanation is received.



1) The principal will send a standard letter to the parent reminding them of their responsibility in ensuring the adherence to the school's Student Dress Code.

2) If this fails to solve the matter, the principal will arrange a meeting with the parents to discuss the matter.

3) If no satisfactory explanation is given the matter will be referred to the School Council.

In dealing with such cases every endeavour will be made to ensure the student is not made to feel uncomfortable. All prospective

students and parents will be notified of the Student Dress Code requirements prior to enrolment at the school to ensure that they understand that adherence to the Student Dress Code is a condition of enrolment at the school.

Transition Period:

For parents of Prep students intending to purchase school uniform, a transition period will operate. This will allow adequate time for orders to be placed and returned to parents. A transition period will also be allowed for new students who transfer into the school during the year. For students transferring to the school, the school uniform from the previous school will be acceptable until this needs to be replaced.

A copy of the school's specific Dress Code Standards and uniform price list will be distributed to all parents at the beginning of the school year as part of the school's "Back to School" pack. Copies are also available by request from the school office.

24. DRUG EDUCATION

Pakenham Springs has developed an effective whole school Drug Education program which is supported by policies, which outline the necessary response to drug related incidents.

All students participate in a minimum of ten hours of Drug Education a year. This curriculum is presented through the integrated topic in each sub school. A variety of departmental and privately produced resources are used to deliver the topic.

A parent information night may be held each year for the parents of Year Six students if there is enough community interest. Articles and information related to drug education of interest to parents are printed periodically in the school's newsletter.

25. EDUCATION OUTDOORS (INCLUDING CAMPS)

At Pakenham Springs we believe that all students benefit from the unique experience of community living; sharing, working and living as a team. Being interdependent with peers affords the student an opportunity to make new friends, to see each other out of the context of school, and to witness and appreciate the different talents of others.

For the students of Pakenham Springs the Education Outdoors procedures allow them to move out of the family home and experience new and different levels of responsibility. Education Outdoors exposes the students to different environments (e.g. bush / coastal setting) that the students may not normally experience.

Education Outdoors (i.e. Camps and school sleep over) help develop self esteem as students learn to try different activities in a supportive and friendly environment. Often students participate in activities they have never experienced before and they are rewarded with a sense of accomplishment and self worth. Students learn new skills, develop a sense of autonomy and trust in their own decisions.

The following schedule will guide the selection of Education Outdoor experiences at Pakenham Springs:

TERM	EXPERIENCE	CURRENT VENUE
2	Beach/adventure experience 3 days/2 nights Year 4 students Late in term	Philip Island Adventure Camp
3	Overnight Year 2 students Early in term	Pakenham Springs Primary School
4	5 days/4nights Year 6 students Early in term	Canberra

26. EMERGENCY MANAGEMENT PLAN

At Pakenham Springs we have a current Emergency Management Plan which describes actions to be taken during and following an emergency to ensure the safety of students, staff and visitors.



At Pakenham Springs all school personnel take all reasonable steps to protect students, staff and visitors from risks likely to cause personal injury that could reasonably have been foreseen. Pakenham Springs' Emergency Management Plan is a key aspect of our duty of care responsibilities.

Emergency Management at Pakenham Springs refers to a comprehensive risk management process comprising of four elements – preparedness, prevention, response and recovery.

The process has culminated in the development of a workplace Emergency Management Plan (**preparedness**). The focus of the plan is directed towards the prevention and mitigation of emergencies (**prevention**) including trauma. Not all emergencies are preventable and, therefore, planning is also directed towards minimising the effects of emergencies which occur (**response**). As such, Pakenham Springs has a major responsibility, including during emergencies, in supporting individuals who may be traumatised as a result of their exposure to the emergency (**recovery**).

Parents are reminded that if an emergency occurs at the school students should not be taken from the school site without the Emergency Management Coordinator or principal being informed. It is vital that the school has an accurate list of all students and visitors at the school during an emergency to ensure their whereabouts can be accounted for.

Regular practices of the procedure takes place to ensure that all personnel (staff, students and visitors) are familiar with the emergency management procedures. The plan is updated regularly to take into account advice from emergency service personnel and changed conditions at Pakenham Springs.

27. ENTERING SCHOOL BUILDINGS

Pakenham Springs has a number of unique design features which parents need to be aware of when visiting our school.

The first of these is the lack of access to the classrooms from the administration (and Children's Centre) complex. This is for security purposes. Parents visiting the school reception are required to enter through the main doors to access office staff. If you wish to then go to a classroom (i.e. to collect your child early after signing them out at reception) it is necessary to exit the administration building through the main doors and walk around to the classroom building.

If you are visiting the principal or have an appointment with another member of the staff it is necessary to report to reception and the office staff will escort you in when that staff member is ready for you. Parents and school visitors should not access the administration building through the rear doors. These doors are for student and staff access only. The doors are clearly labelled to assist you in regards to access.

The second unique design feature of the school is that technically there are no internal corridors. Rather than these traditionally under utilised "travel" links being provided, the school has been provided with a number of "project spaces" which are extensions of classroom areas. These areas are valuable teaching and learning spaces, and as such should not be accessed by parents and school visitors. The simple rule is that if you need to access your child's room, always use the external classroom doors.

One of the disadvantages of this is that on wet days there is no "corridor" space available for parents to wait/gather to collect their children. As such, on wet days we suggest that parents make arrangements for their child to meet them at the car or parents make sure they have wet weather gear on to allow them to wait outside to collect their child.

Whilst this may be a little inconvenient, it ensures that our students (and teachers) have access to larger learning and teaching areas than would traditionally be the case, and ensures we can successfully monitor any unauthorised access to the school.

28. EXCLUSION FROM SCHOOL DUE TO INFECTIOUS DISEASES

There are certain infectious diseases which are contracted by children and which will preclude them from attending school until they have recovered. The list below details the exclusion periods for the more common infectious diseases.

All students are required to have immunisation certificates presented at the time of enrolment indicating their child's immunisation status. If a student's current immunisation records are not presented to the school then, at the time of an outbreak of certain diseases, the school will be instructed by the Health Department to exclude these students from school until the outbreak has past.

Please inquire about less usual infectious conditions. Remember that a sick child should be kept at home.

See Appendix 1

29. EXCURSIONS AND INCURSIONS

Excursions and incursions at Pakenham Springs support the school curriculum. Excursions and incursions provide the students with educational, physical and social experiences to complement experiences provided in the school environment. Excursions and incursions enhance and support the delivery of the learning programs of the school.

An excursion is defined as an activity organised by the school whereby students leave the school grounds for the purpose of engaging in educational activities (i.e. trips to a venue off school premises, sport, walks in the local area.) Excursions do not include an overnight stay.

An incursion is defined as a special activity organised by the school on the school premise for the purpose of engaging in educational activities (i.e. performances/presentation by a group in the school).

At Pakenham Springs Primary School we believe that:

- excursions and incursions complement the school's learning programs through participation in real-life experiences
- excursions provide learning opportunities outside the classroom
- excursions and incursions support the school's student wellbeing endeavours
- excursions and incursions provide enjoyable learning experiences for the students, usually not available within the "classroom" environment
- excursions and incursions promote an appreciation of different learning environments
- excursions and incursions allow students to practise appropriate behaviour in a variety of situations and settings
- excursions and incursions provide opportunity for students to develop organisation, persistence, getting along, confidence and resilience skills.

The following guidelines have been adopted to ensure that requests for payment are scheduled over the year and parents are not over burdened with requests for extra payments. It should be noted that these guidelines express the maximum number of excursions and incursions for the year (i.e. it is not the expectation that this number of excursions or incursions must be conducted. It is the expectation that there would be no more than this number.) These guidelines relate to

excursions and incursions which entail a cost.

Class programs:

- During term one, no year level will organise an excursion or incursion. (This recognises the “start of school year” expenses incurred by parents.) A whole school incursion is permitted if it relates to the school’s student wellbeing focus or a whole school focus.
- Each year level will be able to schedule one excursion in either term two, three or four. This excursion must not be in a term where swimming or a camp is run.
- Each year level will be able to organise a maximum of two incursions (i.e. either one per term 2, 3 or 4) as long as it is not scheduled in a term where an excursion is planned.
- In addition to the whole school incursion in term 1, a whole school incursion can also be conducted in terms, 2, 3 and 4 (i.e. a maximum of one whole school incursion each term).

Sports related events which entail a cost: (these guidelines do not include District sports events, interschool sports or select entry events)

- One sports event entailing a cost can be organised per year for the Junior School (with the preference being given to it being scheduled in term 4).
- Two sports events entailing a cost can be organised per year for the Middle and Senior School.

In planning excursions money is collected prior to the excursion. Money cannot be accepted after the closing date as this causes too many organisational problems. Each note you receive regarding an upcoming excursion, incursion or camp will have a date by which monies are due. Monies will not be able to be accepted after this date as it complicates the planning procedures and can compromise the safety of students attending these events. If for some reason you are unable to pay the amount by the given time please contact the Principal as soon as possible, prior to the cut off date.

It is school policy that students must wear full school uniform whilst on excursions. Failure to wear school uniform on the day of the excursion will result in the student not being able to attend.

30. EXTREME WEATHER CONDITIONS

Where there are extreme weather conditions (either too wet or too hot for the students to go out in the school yard at recess and lunchtime) a special yard duty roster will be implemented. Students will remain indoors and teachers will be allocated a number of rooms to supervise.

Dismissal times do not alter on days of extreme weather.

31. FUNDRAISING

Fund raising activities support the provision of additional resources at Pakenham Springs to support your child’s learning. Over the year our Community Team and Parent Fundraising Group operates a calendar of fund raising events to supplement school finances. These groups are sub-committees of school council and consist of interested parents and teachers. Parental assistance and support of Pakenham Springs fund raising ventures is greatly appreciated and is vital for the success of these events.

32. HEAD LICE

Head lice are a cause of concern and frustration for some parents/guardians/carers, teachers and children. Head lice do not transmit infectious diseases – they are transmitted by having head to head contact with someone who has head lice. Whilst parents have the primary responsibility for the detection and treatment of head lice, the control and management of head lice infections is a shared responsibility amongst a number of agencies, including the Department of Education; Department of Human Services; schools and parents.

At Pakenham Springs the matter of head lice is treated seriously and in a sensitive manner. While it is recognised that parents/guardians have primary responsibility for the detection and treatment of head lice, it is also acknowledged that the school also has a role in the management of head lice infestations and in providing support for parents/guardians and students.

Research shows that it is a fact of life that most schools will have some students with head lice at any given time. Pakenham Springs is no exception to this situation and as such has developed the following procedure to assist in the management of head lice issues at the school level. The school aims to work in conjunction with parents to alleviate the anxiety head lice can cause and to minimise the impact of a head lice infestation can have on the well being of the child and other students.

In response to the issue of head lice, Pakenham Springs has developed the following management plan which all community members are obliged to follow once their child has been enrolled at the school.

SCHOOL HEAD LICE MANAGEMENT PLAN:

The school will issue all parents/guardians enrolling at the school a “Head Lice Management Agreement”. This agreement will clearly set out the responsibilities of parents/guardians and the school. The school will also provide parents with a “Consent Form to Conduct Head Lice Inspections” on their enrolment at the school. This permission will last for the time the child is enrolled at the school or until permission is revoked by the parent/guardian.

The school will distribute up-to-date information on the detection, treatment and control of head lice to parents/guardians and staff at the beginning of every year and more frequently if required (available from website <http://www.health.vic.gov.au/headlice/>) via the school's newsletter. Included in such information will be comprehensive advice about the use of safe treatment practices which do not place students' health at risk.

It is a requirement of Pakenham Springs that parents/guardians refrain from sending their children to school with untreated head lice. (It should be noted that students may be treated one evening and return to school the next day and that the presence of eggs in the hair is not cause for exclusion. The school will ensure, through information included in the newsletter, that parents/guardians understand that one treatment is not sufficient to manage the problem. If a student re-attends school with live head lice the school will again exclude the student until the live insects have been removed.)

The school will issue a pro forma letter of notification to parents/guardians of those students found to have head lice, which will incorporate a detachable slip at the bottom, asking parents/guardians to indicate the treatment used and when it commenced.

The school is committed to helping reduce stigma and maintain confidentiality following head lice inspections, by treating the matter in a sensitive and appropriate way.

Parents are asked to assist the school in its management of head lice by:

- Regularly (preferably once a week) inspecting their child's hair to look for lice or lice eggs and regularly inspecting all household members and then treating them if necessary;
- Ensuring their child does not attend school with untreated head lice;
- Using safe treatment practices which do not place their child's health at risk.
- Notifying the school if their child is affected and advising the school when the treatment has started via an *Action Taken* form;
- Notifying parents or carers of your child's friends so they too have the opportunity to detect and treat their children if necessary.

33. HOME TASKS

At Pakenham Springs we have adopted a common approach to home tasks.

The Junior School and the Middle/Senior School at Pakenham Springs Primary School will have a common approach, across each sub school with home tasks to ensure consistency throughout classes in a sub school. This also allows for a smooth transition for students and their families as they progress through the school.

JUNIOR SCHOOL:

Why do we have home tasks in our Junior School?

The purpose of home tasks is to contribute towards building responsibility, self-discipline and lifelong learning habits of our Junior School students. Home activities will be aimed at providing the children with the opportunity to apply information they have learnt at school to develop confidence.

What will home tasks consist of for Junior School students?

The home tasks will include the following:

- regular reading which will be recorded in student's reading logs
- reading and/or writing of individual high-frequency spelling words
- involving your child in writing birthday cards, shopping lists, lunch orders, labels, thank you notes
- talking about family and school events

The important part of home tasks is that it is fun, easy and full of praise from family members.

How can you help your Junior School child with their reading?

When your child is reading a book, use the 3Ps –

Pause – if your child is unsure; wait a moment. Let your child look at the pictures and word to work out the meaning.

Prompt – give a clue that encourages your child to look closer and have a go. Ask a leading question.

Praise – all efforts. If your child is still unsure after a try, tell them the word so they don't lose the meaning.

What else can I do to help my Junior School child?

- Take an active interest in your child's schooling. Show your child that you value and enjoy reading and writing. A positive attitude is catchy!



- Provide pencils, crayons and paper.
- Read to your children to show how reading works and that it is enjoyable and valuable.
- Set a family "quiet time" where you and your child can work together on reading, letter writing, shared story telling, doing jigsaw puzzles and playing games.
- Play board games such as Snakes and Ladders, Monopoly, card games, Scrabble, draughts and dominoes.
- Sing alphabet chants and play 'I Spy'.
- Display an alphabet strip with the correct letter formation—these can be provided by your child's teacher.
- Enjoy some active time playing games outside, ride bikes, play on play equipment.
- Show your child that you think home tasks are important. If you are at work during home task time, ask if it has been done when you get home.

Praise your children for doing well. Make praise a habit. Parents and families play an important role in the process. Together, families and teachers can help children develop good study habits and attitudes to become lifelong learners.

MIDDLE/SENIOR SCHOOL:

Why do we have home tasks in our Middle/Senior Schools?

The purpose of home tasks is to contribute towards building responsibility, self-discipline and lifelong learning habits of our Middle/Senior School students. Home tasks will be aimed at providing the student with the opportunity to apply information they have learnt at school and develop independence.

What will home tasks consist of for Middle/Senior School students?

Each week's home tasks will include the following:

- individual spelling words
- a maths section focusing on their current classroom learning
- a task selected by the students connecting their learning with the world around them
- regular reading which will be recorded in their reading logs.

The content will obviously vary depending on the year level, however generally each of these sections will exist in home task requirements.

When will Middle/Senior students receive their home tasks and when will they be due?

Home tasks will be distributed to students on Wednesdays and is expected back on Monday morning when school begins. This allows students the flexibility of completing it on weekdays or weekends, depending on which is more suitable for them and their families.

What can you do to help your Middle/Senior School child with home tasks?

- Take an active interest in your child's schooling. Ask specific questions about what happens at school each day and how your child feels about it.
- If possible, set up a quiet, comfortable study area with good lighting and the supplies that your child needs. This can be almost any place in your home; you don't need a special room.
- Set a family "quiet time" where you and your child can work together on home tasks, reading, letter writing and playing games.
- Don't be afraid to get in touch with the teacher if you and your child don't understand a particular task or if your child is having a great deal of trouble. Almost all parents run into

these problems, and teachers are glad to help.

- Don't do your children's work for them. Help them learn how to do it themselves. Show your children that you think home tasks are important. If you are at work during home task time, ask to see their work when you get home.

Praise your children for doing well. Make praise a habit. Parents and families play an important role in the process. Together, families and teachers can help children develop good study habits and attitudes to become lifelong learners.

34. HOW YOU CAN BE INVOLVED

At **Pakenham Springs** we invite you to become involved with some activities or groups within our school.

School Council and sub teams-

This is the partnership of elected parents and teachers as well as other interested individuals holding responsibility for the development of school policies. It is the governing body of the school which works in conjunction with the Principal to ensure that the aims of the school are achieved. The School Council is accountable to the whole school community and also has a responsibility to the Minister of Education.

The School Council meets monthly in the school's staff room (exact dates are published in the school's newsletter). Meetings are open to interested parents and membership is open to parents and teachers. Each council member serves a term of two years and may seek re-election. Elections are held annually in March. Nominations are called for through the school's Newsletter and notices displayed around the school.

Several sub teams of School Council exist to help divide the tremendous workload of effectively managing the school.

Other Options

Less formal avenues are available for parental involvement through such activities as:-

Library:

The technician can always put willing hands to work in assisting with covering or mending books. If you can assist in this important task please contact the school office.

Reading:

If you have some time to spare, you may like to become involved in the school's reading program in your child's class.

Excursions:

Additional adult supervision on excursions is often most helpful.

Camps:

As with excursions, additional adult supervision on camps is often required.

Supporting with resource creation:

In many classes the students write their own books, so parents who are available to type up stories are very welcome. You may also be able to assist in creating classroom resources.

A partnership in the education of your child is actively encouraged by our school. Generally at the beginning of the year your child's teacher will be able to detail the ways in which you may be able to assist in the classroom.

We hope that if time permits you will take this opportunity to assist in the development of this partnership.

Special Skills and Interests

Our school community is our greatest learning resource. We extend a welcome to parents, grandparents, friends and neighbours who may have special hobbies or interests which could be shared with our students and teachers. If you have any special hobbies, interests, aptitudes, contacts, expertise, etc. which may benefit the education of the students at our school please let us know.

Please note that to support the school in any of these capacities, a current Working with Children's Check is required. These can be obtained from the Work with Children's web-site at www.workingwithchildren.vic.gov.au.

35. INFORMATION AND COMMUNICATION TECHNOLOGIES

Pakenham Springs actively supports access by students to the widest variety of information technology resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. At Pakenham Springs, access to information and communication technology (ICT) is seen as a privilege and not a right. Access entails responsibility.

The school has developed a "Acceptable Use Agreement for Internet and Digital Technologies" which all parents are required to complete on the enrolment of their child at the school. It would be appreciated if parents could discuss the guidelines with their child, ensuring that they are aware of their responsibilities in this regard.

To have access to ICT resources students must agree to use the Internet and Digital Technologies at Pakenham Springs in a responsible manner for purposes stated by their teacher.

In particular it is important for students (and parents) to understand that at Pakenham Springs students must commit to the following procedures:

- If the student finds themselves in unsuitable locations they will immediately click on the home or back button and inform their teacher.
- If the student receives email that makes them feel uncomfortable they will immediately inform their teacher.
- Students will not give out personal information such as their surname, address and phone number or that of their parents.
- Students will not publish a picture or send a picture of themselves without first checking with their teacher.
- Students will always have their teacher's permission before publishing web pages and sending email.
- When publishing web pages and composing email messages students will only use language they understand is acceptable in their school.
- Students will not publish material from other web sites unless they have permission from the person who created the material.
- Students will not engage in any form of "cyber" bullying or harassment

Where breaches of the rules occur, ICT/internet/email access rights for a period of time determined by the student's teacher and the principal will be imposed.

The school undertakes to ensure that information published on the Internet by students or the school under the school's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

36. KINDERGARTEN

Pakenham Springs is a unique centre consisting of a kindergarten and occasional child care program room (which constitute the Pakenham Springs Children's Centre, a primary school and a maternal health care centre). The Pakenham Springs Children's Centre is managed by an external company. Feel free to contact them for further information.

37. LEAVING SCHOOL DURING SCHOOL HOURS

Should you need to collect your child before the official dismissal time the following procedure should be followed:

Parents/guardians should go to the reception foyer and check your child out using the Compass kiosk. A pass will be issued to the parent/guardian. The parent/guardian will present this to the class teacher before picking up their child from the classroom. If a representative of the parent/guardian is to pick up a child on behalf of a parent/guardian then the representative must have signed authorisation from the parent or guardian or previous arrangements must have been put in place.

If the child is then returned to the school on the same day, the child must be re-signed using the Compass kiosk located in the office, so that the school is aware of the child's return.

38. LUNCH

It is essential to supply your child with a nourishing lunch as children become surprisingly hungry at school. It is better to have too much lunch rather than not enough. Because of the structuring of our recesses it is important to also provide your child with a healthy play lunch. If your child forgets their lunch they should tell the class teacher and suitable arrangements will be made.

As part of the school's focus of protecting and preserving the environment we strongly encourage parents to try to limit the amount of wrappings which come to the school. The use of lunch boxes and drink flasks is strongly encouraged. Please ensure that all lunch boxes and drink flasks are clearly named and that these names do not wash off. This will allow misplaced items to be easily returned to their correct owner.

Glass containers and drink cans are not permitted at school.

39. MANDATORY REPORTING

Victorian government schools are required to take immediate action following a disclosure of alleged sexual assault or child abuse, as part of their Mandatory Reporting obligations. All teachers are mandated by law to report suspected cases of sexual assault or child abuse. Legal proceedings can be taken if the teacher fails to report suspected cases of abuse.

At Pakenham Springs parents, students and school staff can be confident that if an allegation of sexual assault or child abuse is reported in the school, it will be dealt with immediately and in a sensitive manner. Such action will be underpinned by comprehensive support structures for all students and their families.

40. MEDICAL CONDITIONS

To comply with Department of Education regulations and to ensure the safety of your child whilst at school we require written notification of any medical condition your child has which might require special treatment at school. Such conditions may include major illnesses (apart from asthma—refer to separate section), conditions, allergies or allergies to medications.

If your child suffers from a medical condition you will be required to provide specific details on the School Medical Condition form. It would also be appreciated if you could provide a recent photograph of your child to ensure that this can be displayed to staff to alert them of the special attention your child may need.

The form will be filed and will cover the current school year. If there are any changes in your child's condition you will need to contact the school and complete another School Medical Condition Form. You will need to complete a new form at the beginning of each school year.

If your child requires the administration of medicine whilst at school you must also complete the School Medical Permission Form.

41. MEDICATION AT SCHOOL

Many students attending school need medication to control illnesses such as asthma, epilepsy and conditions causing hyperactive behaviour. The student's continued attendance at school and benefit from education is dependent on this therapy. It is necessary that the school, as part of its duty of care, assist students where it is appropriate to take their medication.

Every student who requires medication to be administered at school must have a School Medication Permission form completed. Medication refers to any substance used to alleviate any medical condition. All medication (as far as practical) will be administered by the school's office staff. A record will be kept of all medicine administered (i.e. child's name, time, dosage given).

Students are not permitted to keep medication (apart from asthma sprays) in their bags, lockers etc. All medications are to be handed in at the school office where they will be stored in a locked medical cupboard and administered according to the details on the School Medication Permission form. Medication requiring refrigeration will be stored in the fridge and will be retrieved only by a staff member as required.

Parents are encouraged to come to the school to administer medicines to their own child if they wish.

Asthmatic sprays i.e. Ventolin, Respolin may be kept by children, trained in their use.

Short Term Illness Medication:

These medications should be handed into the office by the parent/guardian in a clearly labeled container. The parent must complete the School Medication Permission Form.

Long Term Medication:

This medication will be handed into the office by the parent/guardian in a clearly labeled container. In the first instance the School Medication Permission Form will be completed. A new School Medication Permission Form must be completed immediately should the dosage change.

Analgesics/Cough mixtures will be treated at school in the same manner as prescription medicines.

It should be noted that substances prescribed for a particular student will be retained solely for the use of that student. Only in a life-threatening emergency would consideration be given to any variation of this requirement.



42. MOBILE PHONES AT SCHOOL

Schools can make reasonable rules about what students can and cannot bring to school under authority given to it by the Department of Education.

At Pakenham Springs Primary School we have banned the use of mobile phones and similar electronic devices at the school for three reasons:

- the disruption that they can cause to the learning environment of students
- the potential risk of misuse by the owner
- the possibility that they can be stolen and misused by other students

Should an emergency situation occur at the school or whilst on a camp, excursion or extra-curricular activity, the student should report immediately to the teacher in charge who will be responsible for taking the required action and managing the action required.

Should a parent need to contact their child in an **emergency situation**, contact should be made with the school office so that the information can be managed in such a way that it can be appropriately passed on to the student to minimise any distress caused.

Pakenham Springs accepts that parents may feel the need to give their children mobile phones to protect them from everyday risks involving personal security and safety, such as when travelling alone on public transport or commuting long distances to school. If students are required to bring their mobile devices to school, they should be handed in to the office upon arrival where they will be stored safely until the end of the day.

Where a child is discovered to have a mobile phone on their person at school, the teacher will refer the matter to a member of the Principal Class. That staff member will ensure that the mobile phone is stored in the office and returned to the student at the end of the school day.

43. INSURANCE

Parents are reminded that the Department of Education does not hold insurance for personal property brought to schools and it will not pay for loss or damage to such property.

44. MONEY BROUGHT TO SCHOOL

From 2018 onwards, we encourage the use of Compass for all necessary payments to ensure security. On rare occasions when cash is required, please make sure that it is in a secure envelope and well-labelled with the child's name and grade.

Payment can be made at the school office directly or you may hand the money to your child's class teacher.



45. NUDE FOOD

At Pakenham Springs our aim is to minimise the amount of waste sent to landfill by reducing the amount of waste produced in the first place, and recovering much of the resources by recycling and in the future composting. In addition to the obvious environmental benefits, turning our school into a 'nude food' zone is also stimulating social ethics and responsibilities among the school community. We want our students' families to also be active in looking after the environment. We understand that to achieve our "nude food" approach we need the support of our families and it has been great to achieve this since our "Nude Food" policy was introduced. Each day more and more families are getting into the swing that "nude food" is the go at Pakenham Springs.

46. SCHOOL NURSE PROGRAM

The Primary School Nursing Program employs nurses to deliver a universal vision screening and targeted hearing screening service to all Prep students in primary schools across the state. Primary school nurses conduct a health assessment of all students in participating schools in their first year of school, provide follow up contact with parents, respond to referrals from school staff regarding identified health issues for students at any year level and provide referrals to relevant health practitioners.

The focus of the Primary School Nursing Program is to provide specific health surveillance activities for children in prep as part of a network of health and support services available to families within a local community. School nurses provide a primary health service to primary school aged children (5-12 years of age) and their families. Primary health care services encompass a range of services directed towards health promotion and information, early identification and early intervention for identified health concerns. This is a free service funded by Department of Health.

Where a concern is identified, the nurse will contact the parent to discuss appropriate action required. Further information regarding the Primary School Nursing Program is included in the school's newsletter prior to the nurses visit.

47. OUT OF SCHOOL HOURS CHILD CARE PROGRAMS

The School Council has entered an agreement with OSH Club to run out of hours school care programs at the school. These programs provide a service minding school age children between 6:30 am and 8:45 am in the morning and from 3:15 pm to 6:30 pm each week day. The children participate in a wide variety of both indoor and outdoor activities and are provided with breakfast and afternoon tea.

The Out of School Hours Club program also provides Curriculum Day care (dependent on enough enrolments being received) and runs a Vacation Program during the school vacations.

Further information and enrolment details can be obtained online at www.oshclub.com.au or by phoning (03) 8564 9000.

48. PARENT COMPLAINTS

Pakenham Springs is committed to good communication and treating everyone with dignity and respect.

At Pakenham Springs we understand that parents/caregivers often have questions about the school or something they would like to discuss and can be unsure of the correct method of raising the issue. We believe that it is only through direct communication that the complaint can be overcome or the issue resolved. At Pakenham Springs, parents'/caregivers' views and suggestions are important to us. We believe teaching and learning works best when there is a partnership between the parent/guardian and the school.

Pakenham Springs is committed to providing a safe and supportive learning environment where diversity is valued and everyone is treated with respect, fairness and dignity. It is recognised that parents and caregivers must have access to processes that allow them to resolve concerns in a supportive, conciliatory environment and for this reason the following procedure has been developed.

The Process - from a parent's perspective:

Parents and caregivers are strongly encouraged to contact their child's teacher in the first instance on all matters involving their child's education or welfare. The aim is to resolve the matter informally rather than a formal process having to be undertaken.

Step 1

Identify your topic or issue:

Making notes is a good idea as it ensures that you cover all points.

Step 2

Contact the teacher via phone or email

They will discuss an appropriate way forward with you. This may include organising a meeting for a mutually convenient time. Remember that for the teacher to be able to give the matter the attention and time it requires, the meeting may need to occur out of classroom hours.

Step 3

Meet with the teacher:

The teacher will make a record of the issue/concern and report your meeting and any outcomes to the Principal if deemed necessary.

Step 4

Contact the school and speak with a member of the Leadership Team

Where contact has been made with the Classroom Teacher and the matter remains unresolved, contact the school to discuss with a member of the Leadership Team. They will discuss an appropriate way forward with you. This may include organising a meeting for a mutually convenient time.

Step 5

Meet with a member of the Leadership Team

A Principal Class member will discuss the matter with you and gather information from you about your concern. They may need to gather other information so an arrangement may need to be made for the Leadership Team member to contact you after further information has been gathered.

While it is understood that all concerns about a child's education and well-being naturally cause anxiety for parents/caregivers, it is expected that **complaints will be lodged in a manner that respects the dignity of the person receiving them.** Similarly, staff are expected to receive the complaint with the same level of respect.

49. PASSING ON MESSAGES

It should be noted that the passing on of general messages to students of a non-emergency situation is problematic. Pick-up arrangements and so on should be clearly communicated to students before they come to school. All parents should have a back-up plan should these arrangements need to be changed (i.e. the student comes to the school office if their normal pick-up hasn't arrived by the bell which rings 15 minutes after dismissal.) Parents should note that it is almost impossible to relay a non-emergency message to a student in the last half hour of the school day.

50. PERSONAL AND LOST PROPERTY

During the year, schools collect a large amount of lost property which is unnamed and never claimed. Please name everything clearly, especially clothing which can be taken off, including shoes, boots, lunch boxes, drink bottles and, in particular, items of clothing.

Treasured possessions are best left at home for fear of loss or damage. Expensive items should not be brought to school as the school can accept no responsibility if they are lost or damaged. Private property brought to schools by students is not insured nor is the school nor Department of Education responsible for any loss.

Toy guns and dangerous toys are not to be brought to school. Lost property is housed in storage baskets in the corridor near the school's library. Parents are invited to inspect these items should they need to do so. Labelling of all items firstly, and prompt inquiry following loss will assist in quick recovery.

51. PICKING UP CHILDREN AFTER SCHOOL

Many parents like to pick up their children after school and this is a practice encouraged by the school. It is, however, requested that parents or older brothers or sisters picking up children do not come into the rooms or "corridors". Parents should arrange a suitable meeting place to collect their child, for example, where children line up each morning. This will avoid any



unnecessary disruption to the teacher's program and will develop independence in your child.

As all parents who pick up students from school at the end of the day will be aware, the end of the school day is a busy time. Some students are collected by parents/guardians, some travel by bike and some walk. Regardless of how your child travels to or from school, it is important that they do so safely.

Whilst Pakenham Springs staff supervise students during school

hours and on school grounds, parents/guardians have responsibility for the care and supervision of students exiting the school and travelling from the school at the end of the day.

As a parent/guardian, you need to consider travel arrangements for your child. Things you need to consider include:

- Is your child old or experienced enough to walk by themselves?
- Are there things you can do to help educate your child in traffic safety?
- Are there busy roads that your child will need to cross if walking home?

Like many schools, at Pakenham Springs we have measures in place to assist students leave the school safely. The cooperation of parents/guardians is vital to ensure supervisory measures are successful.

At Pakenham Springs, we have four preferred or mandatory points of exit for students at the end of the day. You should make sure that your child is familiar with and uses these exits, and that you use these exits too if collecting your child. These exits are the gates on Henry Road at the back of the school, the two sets of gates on Livingstone Blvd and the gates on Heritage Blvd. The main car park gate should not be used as an entrance or exit point to the school.

If you collect your child from school, please make sure you always obey parking regulations, speed limits and other traffic controls. This will help to create a safe environment at exits to our school and ensure respect is shown to neighbours who live close to the school.

52. PRIVACY

Personal information is collected and used by Pakenham Springs to:

- provide services or to carry out the school statutory functions,
- assist the school services and its staff to fulfil its duty of care to students,
- plan, resource, monitor and evaluate school services and functions,
- comply with Department reporting requirements,
- comply with statutory and or other legal obligations in respect of staff,
- investigate incidents or defend any legal claims against the school, its services or its staff, and
- comply with laws that impose specific obligations regarding the handling of personal



information.

All staff of Pakenham Springs are required by law to protect the personal and health information the school collects and holds. The Victorian privacy laws, the *Information Privacy Act 2000* and *Health Records Act 2001*, provide for the protection of personal and health information.

In the collection of information Pakenham Springs will ensure it:

- collects only the information required and informs the person about why information is needed

and how it will be handled

- uses personal information only for the purpose it was collected for or for a directly related purpose that would reasonably be expected by the individual
- takes reasonable steps to ensure personal information collected and used is accurate, complete and up to date
- takes reasonable steps to protect personal information held from misuse, loss and unauthorised access, modification and disclosure
- is able to explain the school's management of personal information and make the policy available to anyone who asks for it

Community members will be made aware of the school's obligations in regards to privacy. A Privacy Notice will also be attached to all enrolment forms distributed to parents so they are aware of the school's approach in regards to privacy.

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school.

Updating personal information

The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the school principal or office staff.

Should Pakenham Springs receive a complaint about personal information privacy this will be investigated in accordance with *Department Of Education's Privacy Complaints Handling Policy*

53. PUBLIC USE OF SCHOOL FACILITIES

The School Council strongly believes that our school is a valuable resource and as such should be shared with our local community. Our extensive playground, basketball courts, gardens and recreational space should be shared. All we ask in return is that people look after it. Please encourage your children, friends and neighbours to report vandalism or suspicious looking people promptly to the police.

The school's gym is available for community use out of school hours. Details regarding the hire

and charges are available from the school office.

54. REGIONAL ALERTS

The Department of Education has streamlined its advice to schools, to ensure that appropriate action is taken by each school community. The Department of Education has adopted the following guidelines which schools must follow in regards to an alert being issued by the Regional office.

Green Code –

Principal action: For your information.

School action: Principal and school management team to be prepared for further information which may require action.

Amber Code –

Principal action: Inform staff to be vigilant.

School action: Increased vigilance and responsiveness by staff at school (e.g.: thief in vicinity of school grounds targeting staff belongings and vehicles).

Red Code –

Principal action: Inform school community.

School action: Inform parents/carers of situation and provide advice (e.g.: known sex offender in vicinity of school).

Black Code –

Principal action: Lock down or evacuate the school.

School action: Lock down or evacuation procedures to apply, as per school's Emergency Management Plan

The action required by schools is standardised in regards to information distributed to the community.

55. SCHOOL ASSEMBLIES AND SPRINGERS PRESENTATION

School Assemblies are held once a term, in the final week to recognise achievements throughout the term. Parents are always welcome to observe and participate., the exact timing of these will be communicated via Compass.

Celebrations of student learning occur weekly through the presentation of our 'Springers' Awards. These are to acknowledge the learning of individuals throughout the week. These occur on Friday afternoons from 2:30pm to 3:00pm in the staff room.

56. SCHOOL BANKING

The Commonwealth Bank runs the school banking account service for the children. This service not only encourages students to save money but also is a fund raising venture for the school. For each transaction processed by the school the bank pays a commission of 35 cents. This commission is paid regardless of the amount of money banked.

The Student Banking program is run by volunteer parents. If you would like to assist with this task please contact the school office. The task only takes about an hour each week.

Bank day will be advised through the newsletter.

57. SCHOOL LIBRARY

The school has a modern library from which the students of the school are encouraged to borrow on a regular basis. To cater for the wide range of interests and reading ability of students the library will build a collection of a wide range of books on a variety of topics and at a range of difficulty levels. To ensure that the book selected is appropriate to the child's reading level, interest and maturity level, parents are encouraged to actively monitor the book that their child brings home to read. If the book is found to be inappropriate it is suggested that the child is encouraged to return the book and make another selection. Parents are able to assist their child with the selection of appropriate reading matter either before or after school.

The school library will also build up an extensive parent library covering a range of parenting issues over the coming years. Parents are able to borrow these resources under their child's name. The school's library technician will be able to assist you with this borrowing.

Lost library books must be paid for.

58. SCHOOL STRATEGIC PLAN

A School Strategic Plan is an agreement between the School Council President, the Principal and the Department of Education. The School Strategic Plan identifies how the school will combine local and statewide requirements to deliver quality education to its students over a four year period.

The primary objective of all schools is to provide an excellent education to every student. Research tells us that effective schools need a shared purpose, values that help people work together, and a clear understanding of what they are trying to achieve. Strategic planning is a process that can help school leadership teams set direction for their school and monitor achievement of the school's goals and targets flowing from that direction.

Strategic planning identifies strengths and challenges to help build strategies to ensure the provision of high quality education programs for children and young people into the future. A strategic plan is the road map from these planning discussions on how to move in the short term to drive achievement of longer term outcomes.

Strategic planning involves setting directions for the school to ensure continued improvement. This includes the process of translating the school's purpose and values, influenced by the current and future



environmental context, into actions. These actions, as defined by goals, targets and key improvement strategies, are the strategic intent of the school.

The strategic plan articulates the school's profile and the school's strategic intent. Implementation of the strategic intent is managed through annual implementation plans and regular monitoring and reporting on progress.

59. STATIONERY REQUIREMENTS

Pakenham Springs organises the supply of each child's school stationery requirements. The teachers at the school prepare a list of requirements which your child needs for the school year. A supplier then packages up each child's books which are delivered to the school. Teachers sort out these items and distribute them to each student as they are required during the year. By organising our book lists this way parents are saved the inconvenience of having to purchase the items elsewhere. More importantly, each child in the grade has the same equipment, making it much easier for the teacher and, as we are able to purchase in bulk, parents are saved a considerable amount of money.

In accordance to Department policy parents are billed the cost of stationery requirements. Through a competitive tender arrangement this cost is kept to the lowest possible level. Specific information regarding booklist organisation is sent to parents during term 4 for the following year.

Parents may need to replace student requisites as items are used, damaged or lost.

60. STUDENT ACCIDENT INSURANCE

Parents sometimes ask (most often after an accident) whether the school has insurance to cover student accidents at school. **Government schools do not have insurance in this regard.**

Many insurance companies do offer this service. Insurance packages to cover accidents at school start at approximately \$20.00. These policies generally cover items not covered by Medicare (i.e. dental work).

61. STUDENT REPORTS

Student Reports are written at the end of Terms Two and Four. These provide a measure of achievement against the Victorian Curriculum and a statement of future learning goals. These will be sent via Compass in 2018.

What are the major features of the student report cards?

- Clear information about your child's strengths and weaknesses
- An indication of your child's progress over the previous 6 months
- A plan for your child's future learning
- Advice on how you can support your child
- Student involvement in reporting

62. STUDENT ENGAGEMENT AND WELLBEING

Pakenham Springs provides a happy, safe, supportive and caring environment based on mutual respect, in which all students are valued as individuals and are encouraged to develop to their full potential.

Our Student Wellbeing approach is based on the following four beliefs:

- Everyone has the right to be safe
- Everyone has the right to be treated in a caring and friendly manner
- Everyone has the right to learn
- Everyone has the right to have their property and belongings treated with respect

Pakenham Springs policies and procedures relating to the discipline of students is based on the principles of procedural fairness and does not permit corporal punishment.

Pakenham Spring's student wellbeing procedures are based on an encouragement philosophy to foster a school climate within which personal responsibility and self discipline will be developed. This approach places the emphasis on repairing the harm done to relationships and people over and above the need for assigning blame and dispensing punishment. This focus shifts the emphasis from managing behaviour to focussing on the building, nurturing and repairing of relationships. At Pakenham Springs we are committed to the belief that a child needs to receive four times the amount of attention for positive behaviour as negative behaviour.

All individuals will be valued and treated with respect.

The physical and emotional environment for teaching and learning will be safe and appropriate for the stage of development of the students. Students will be supervised at all times in accordance with Department of Education guidelines and regulations.

The school's approach will be fair, logical and implemented consistently.

The reinforcement of positive behaviour

At Pakenham Springs the majority of our endeavours will be devoted to recognising and promoting positive behaviour. Many programs and initiatives have been developed and instituted at the school to support the school's focus on enhancing student wellbeing.

The discouragement of negative behaviour

While Pakenham Springs has adopted an approach which acknowledges that behaviour is most effectively modified through the application of an encouragement approach, it is recognised that there will be times when it will be necessary to take further action to protect the rights of other students when a student doesn't adhere to the school rules.

School Bullying

Bullying is **repeated incidents** involving:

- a bigger, stronger or more powerful child on a smaller or weaker child, or
- a group of children on a single child

These might be:

- Verbal: the child is called names, put down, threatened.
- Physical: the child is hit, tripped, poked, kicked, or belongings are stolen or damaged.
- Social: the child is left out, ignored, or rumours are spread.
- Psychological: the child is stalked or given dirty looks.
- Bullying is different from ordinary teasing, rough-and-tumble or schoolyard fights. What makes it different is that the incidents are ongoing, and there is usually an imbalance of size, strength and power between the children involved.

At Pakenham Springs we do not tolerate bullying.

All teachers are firmly committed to putting an end to acts of bullying. Victims of bullying will be supported. No one deserves to be bullied even if their behaviour is irritating or annoying.

Developing Social Skills

At Pakenham Springs we recognise that the development of social skills is an integral part of the school's curriculum. These skills are essential in order for students to reach their full potential and to prevent undesirable behaviours. The focus of the school's approach to Student Wellbeing and the Social Skills program

is to enhance each student's self esteem. Dr Michael Bernard's "You Can Do It Program" and publications by Dr Helen McGrath serve as a major resource for the development of the school's Social Skills Program.



All teachers will deliver an hour devoted to the development of social skills on a weekly basis. Class meetings will be counted as part of this time allocation.

63. SUN PROTECTION PROCEDURES

Pakenham Springs Sun Protection Policy is followed whenever UV Index levels reach 3 and above. In Victoria, average UV Index levels are 3 and above from the beginning of September until the end of April. As such, a particular emphasis will be given to the school's Sun Protection Policy during terms one and four.

In terms one and four, students are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats, whenever they are outside. Baseball caps do not offer enough protection and are therefore not permitted to be worn at school.

If students do not have a Sun Smart hat, they will be unable to play outside and be required to stay in a sheltered area.

64. SUPPORT PROGRAMS

Currently Pakenham Springs offers four Support Programs which, as the name suggests, tie closely with programs being conducted in the general classrooms. These Support Programs are Visual Art, Health and Physical Education, Digital Arts, Science (Years 3 to 6) and Japanese (Years Prep to Two).

It should be noted that these areas will work in conjunction with school and class topics.

65. TALKING TO OTHER CHILDREN

If an incident arises between your child and another child whilst at school, it is not appropriate for the parent to talk directly to the other child. At Pakenham Springs, where an issue has arisen, this should be taken up directly with the classroom teacher. It is not tolerable for the parent to directly intervene or to speak directly to the child (and could actually be interpreted as a form of bullying) and could potentially result in legal action being taken.

By alerting the classroom teacher, this will allow the issue to be followed up in a fair and consistent manner. Pakenham Springs spends a great deal of time in ensuring all students are well versed in dealing with the issue of stranger danger. Approaching other parent's children only confuses the children and de-sensitises the student to being approached by a stranger.

The easiest way to think clearly about this issue is to ask yourself the question "How would you feel if your child came home and said another child's parent spoke to them in the yard or accused them of doing something?"

66. TERM DATES AND SCHOOL TIMES

School commences at 9.00 am each school day, but children can be at school by 8.45 am in order to be well prepared. A warning bell rings at 8:45 am and at this time the students should enter their classroom and prepare themselves for the learning day ahead. At Pakenham Springs we call this 'Reception time'. If your child is late to school it is important that your child be signed in at the office so an accurate record is maintained of all students in the school. A late pass will be issued which should be handed to the class teacher. In cases of repetitive lateness parents will be requested to discuss this matter with the Principal.

At Pakenham Springs, our daily timetable is as follows:

8.45—9.00 am Reception: students let into rooms by teachers to get organised for the day (i.e. hanging up of bags, handing in of notices, marking of the roll)
9.00—11.00 am Session 1: two hour learning block
11.00—11.30 am Recess break: students have a play break, eat play lunch etc
11.30—1.30 pm Session 2: two hour learning block
1.30—1.45 pm Lunch eating time: students eat lunches in classroom supervised by teachers
1.45—2.15 pm Lunch break: students have a play break
2.15—3.15 pm Session 3: one hour learning block. Students dismissed at 3.15 pm.

These arrangements allow for the establishment of hour blocks which maximise learning times for the students and ensure the 300 minutes of daily instruction is met.

During February, in accordance with Department of Education guidelines, our prep students only attend four days a week— Monday, Tuesday, Thursday and Friday. On Wednesday's teachers make appointments with prep parents to conduct the extensive prep testing program. This testing program is conducted individually with each new prep child so that teachers can develop a thorough learning profile which will guide the student's individual learning plan. Parents are provided with further information regarding appointment times and so on during the school's annual "Step into Prep" program.

The school year is divided into four terms of approximately equal length.
The term dates are as follows:-

TERM ONE:-

Teachers return to school:
Year 1 to Year 6 children return to school:
Preps start school:
Last day of term:

Monday 29th January 2018
Wednesday 31st January 2018
Thursday 1st February 2018
Thursday 19th March 2018

TERM TWO:-

First day of term:
Last day of term:

Monday 16th April 2018
Friday 29th June 2018

TERM THREE:-

First day of term:
Last day of term:

Monday 16th July 2018
Friday 21st September 2018

TERM FOUR:-

First day of term:
Last day of term:

Monday 8th October 2018
Friday 21st December 2018

Term dates and dismissal times are published frequently in the school's Newsletter.

67. THINGS ON THE ROOF

Due to the dangers of getting up on to the school roofs, school personnel or community members are not permitted to retrieve items from the school roofs.

The Department of Education and Training guidelines only permit authorised people to work where there is a risk of a fall of more than 2 metres. Other people are strictly forbidden from carrying out such tasks at all times.



Authorised people must conform to the Department's regulations. Prior to authorisation, personnel must prove they have appropriate instruction, training and information. Authorised people will be expected to follow safe practices including, but not limited to, ladder safe work practice, mobile scaffold safe work practice, applicable risk assessment, where there is a fall risk of greater than 2 metres. It is a requirement that anyone going onto the school's roofs has the correct harnessing equipment to ensure that they are secured to the safety points located on the roof.

As such, at Pakenham Springs school personnel or parents/carers are not permitted to get on to the roof to retrieve the object. At Pakenham Springs, students are encouraged to play with sports equipment well away from the school roofs.

Whilst these regulations are sometimes annoying, for the safety of all school personnel and community members, they have to be strictly enforced.

68. TOILET PROCEDURES

At Pakenham Springs we are extremely fortunate in that the buildings have been designed with internal access to student toilets. Even so, it is our preferred option for students to go to the toilet during breaks in school session times i.e. before school, recess, lunchtime and after school. To remind students to go to the toilet during these times we have a warning bell that rings prior to each of the main bells.

This warning bell is to remind students to go to the toilet if they need to and to then line up with their class mates.



It is recognised that sometimes students need to go to the toilet during class times. While this is not the preferred option it is impossible to prevent this occurring. When it is an emergency and students have to go to the toilet during class sessions students are sent with a “buddy”. The students are required to ask the teacher’s permission before they leave and to report directly to the teacher when they return to the class. As much as possible the school tries to reduce the number of students needing to go to the toilet during class time.

At the beginning of the school year class teachers take preps to the toilets at frequent intervals to minimise the need for individual children to be excused from class during learning time.

If your child has a particular need in this area (i.e. a medical condition which makes it difficult to hang on) please ensure that the class teacher knows this. This will ensure that “accidents” don’t happen and embarrassment is avoided.

For our younger students we remind parents that it is a good idea to have a change of clothes in their bag should an “accident” happen at school. This ensures that the issue can be dealt with discretely and sensitively.

69. TRESPASSERS

Except for certain limited purposes under the *Summary Offences Act 1966*, a school is not a ‘public place’. There is no general right of the public at large to be there, either within or outside school hours. A school ground is not ‘public land’. It is land held by the Minister for Education for educational purposes. The principal who, by virtue of their position or office, has control and management of that land, may give any necessary directions accordingly, and is clearly entitled to call upon the police whenever necessary to assist in enforcing those directions.

As such, at Pakenham Springs, we have developed a Trespasser Policy to ensure the highest safety of our students at all times. Where necessary the principal is able to implement this policy to restrict access of “trespassers” to the school grounds and buildings.

70. URGENT MEDICAL SITUATIONS

At Pakenham Springs we follow the recommendation of the legal section of the Department, that where any doubt exists regarding the level of injury a child may have received through an accident at school, an ambulance is called. This use of the Ambulance service is not conditional on whether parents have Ambulance cover or not. Obviously, in a medical emergency, the needs and the safety of the student come first and even if it may prove, in the long run, that an ambulance was not required, I am sure all parents will understand why we will not place financial issues above the health and safety of a child. In accordance to Department directives, if an ambulance is called and there is a charge, this charge must be paid by the parent. As such, we remind all parents of the benefits of having ambulance coverage.

71. VANDALISM

Parents are asked to keep a watchful eye on the school premises, particularly during the vacation periods. It would be great if parents could wander through the school grounds during the holidays as this greatly deters “undesirables” from loitering in the grounds, getting up to mischief.

If you see anyone acting suspiciously around the school or damaging school property please do not hesitate to contact either EMERGENCY SERVICES via 000, PAKENHAM POLICE on 5945 2500 or the DEPARTMENT OF EDUCATION’s SECURITY SERVICE UNIT on (03) 9589 6266

72. VOLUNTEER WORKERS

Volunteer workers on Pakenham Springs property are covered by the Occupation Health and Safety Act and hence the school has specific responsibilities concerning their health and wellbeing.

Volunteers may be community members who assist in working bees, read to students, serve at the canteen or assist during school events such as swimming, athletics carnivals, fetes and other fund raising activities or in many other capacities. Some activities should not be undertaken by volunteers unless they are suitably qualified - for example - using a chain saw or an angle grinder.

At Pakenham Springs volunteer workers will be supervised and trained in the tasks they will be undertaking to help ensure their personal health and safety and that of others is maintained. All volunteer workers are required to have a current Working with Children’s Check.

73. WORKING WITH CHILDREN CHECKS

The Victorian Government has introduced a checking system which impacts on adults who work or volunteer with children.

The Working With Children Check helps to protect children from sexual or physical harm by checking a person’s criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching.



The Working With Children Check is the ongoing monitoring of the criminal records of those who hold a Working With Children Card. When the Department of Justice is notified that a person with a Working With Children Card has been charged or found guilty of a relevant offence or had a finding against him/her made by a relevant professional body, that person's suitability to hold a Working With Children Card will be reviewed.

The following procedures are followed at Pakenham Springs to ensure that legislative requirements are met:

Everyone who engages in relevant child related work must have a Working With Children Card. This means that all employees, volunteers and self-employed persons and other relevant persons doing child related work whether in a paid, voluntary or training capacity are required to apply, whether or not they have already had a police check.

Under the new legislation School Councils are able to formalise local arrangements regarding the requirement of volunteers to have Working With Children Cards and Criminal Record checks. School Council of Pakenham Springs has adopted the following procedure in this regard:

Working with Children's Checks can be obtained online at www.workingwithchildren.com.au.

Appendix 1

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	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.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	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.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	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, or received NHIG within 144 hours of exposure, they may return to the facility.

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

Pakenham
Springs



**SCHOOL CONTACT
INFORMATION**

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