




# SCHOOL INFORMATION BOOKLET



Starting a new school for the first time can be a daunting experience. All schools have different organisational structures and procedures. To assist you and your child in their transition to Pakenham Springs Primary School, we have prepared the following book which is designed to provide you with basic information about our school to make your transition as smooth as possible.

Pakenham  
Springs



## CONTENTS

	PAGE
1. INTRODUCTION.....	3
2. SCHOOL PROFILE .....	7
3. ATTENDANCE .....	7
4. ACCIDENTS / ILLNESS AT SCHOOL .....	8
5. ANAPHYLAXIS .....	9
6. APPOINTMENTS.....	10
7. ASTHMA .....	11
8. BIKE, SKATEBOARD, ROLLER BLADES & SCOOTER RIDING .....	12
9. BREAKFAST CLUB.....	12
10. BUMPS TO THE HEAD .....	13
11. CANTEEN .....	13
12. CAR PARKING.....	14
13. CARE AND SUPERVISION .....	14
14. CHAPLAIN .....	15
15. CLASS STRUCTURE .....	17
16. COMMUNICATION BETWEEN SCHOOL AND HOME.....	17-18
Compass	
Learning Conferences	
Parent Information Nights	
Additional Special Conferences	
School Reports	
17. CONTRIBUTIONS .....	19
18. COURT ORDERS .....	19
19. CURRICULUM .....	19
20. CURRICULUM DAYS (PUPIL FREE DAYS) .....	20
21. DOGS IN THE SCHOOL YARD.....	20
22. DRESS CODE .....	20
23. EDUCATION OUTDOORS (INCLUDING CAMPS) .....	23
24. EMERGENCY MANAGEMENT PLAN .....	24
25. ENTERING SCHOOL BUILDINGS .....	25
26. EXCLUSION FROM SCHOOL DUE TO INFECTIOUS DISEASES .....	25
27. EXCURSIONS AND INCURSIONS .....	26
28. EXTREME WEATHER CONDITIONS .....	27
29. FUNDRAISING.....	27
30. HEAD LICE .....	28
31. HOW YOU CAN BE INVOLVED.....	29
School Council	
Other Options	
Special Skills and Interests	
32. INFORMATION AND COMMUNICATION TECHNOLOGIES .....	30
33. INSURANCE .....	31
34. KINDERGARTEN.....	32



35.	LEAVING THE SCHOOL DURING SCHOOL HOURS .....	32
36.	LUNCH .....	32
37.	MANDATORY REPORTING .....	33
38.	MEDICAL CONDITIONS.....	33
39.	MEDICATION AT SCHOOL.....	33
40.	MOBILE PHONES AT SCHOOL .....	34
41.	MONEY BROUGHT TO SCHOOL.....	35
42.	NUDE FOOD.....	35
43.	SCHOOL NURSE PROGRAM.....	36
44.	OUT OF SCHOOL HOURS CHILD CARE PROGRAM.....	36
45.	PARENT COMPLAINTS .....	37
46.	PASSING ON MESSAGES .....	38
47.	PERSONAL AND LOST PROPERTY.....	38
48.	PICKING UP CHILDREN AFTER SCHOOL .....	39
49.	PRIVACY .....	40
50.	SCHOOL ASSEMBLIES AND SPRINGERS PRESENTATIONS .....	41
51.	SCHOOL LIBRARY .....	42
52.	SCHOOL STRATEGIC PLAN.....	42
53.	SPECIALIST PROGRAMS .....	43
54.	STATIONERY REQUIREMENTS .....	43
55.	STUDENT ACCIDENT INSURANCE.....	43
56.	STUDENT REPORTS.....	44
57.	STUDENT ENGAGEMENT AND WELLBEING .....	44
58.	SUN PROTECTION PROCEDURES .....	46
59.	TALKING TO OTHER CHILDREN.....	46
60.	TERM DATES AND SCHOOL TIMES .....	47
61.	THINGS ON ROOF.....	49
62.	TOILET PROCEDURES.....	49
63.	TRESPASSERS .....	50
64.	URGENT MEDICAL SITUATIONS .....	50
65.	VANDALISM .....	51
66.	VOLUNTEER WORKERS .....	51
67.	WORKING WITH CHILDREN CHECKS .....	52
	SCHOOL MOTTO.....	53
	SCHOOL CONTACT INFORMATION.....	54

## 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, Humanities, Digital Media, Health and Physical Education, The Arts and Languages Other than English. Pakenham Springs delivers our programs in line with the Victorian Curriculum F-10 documentation. 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 each student.

At Pakenham Springs, we see the education of your child as a partnership between school and home. We foster open and positive communications between the family and all school staff. We aim to make families feel comfortable and welcome at the school and encourage them to participate in school activities. We also provide many opportunities for families 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.

Pakenham Springs follows the Department of Education and Training's School Wide Positive Behaviour Support (SWPBS) framework. Throughout this program, we focus on explicitly teaching the expected behaviours at school, having clear expectations of all students and having clear processes to follow when undesirable behaviours may arise. Our core values are Respect, Responsibility and Resilience.

A whole school Code of Conduct has been developed and a copy of these expectations 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 acknowledgments 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 effective learning partnership.

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.

We warmly welcome you to the Pakenham Springs Community!

**Renee Cotterell**  
**PRINCIPAL**





## LEADERSHIP TEAM STRUCTURE 2024



**Principal**

Ms. Renee Cotterell



**Assistant Principal**

Mr. Scott McKinnon



**Assistant Principal**

Mrs. Melanie Brown



**Leading Teacher**

Mrs. Sally Baker



**Learning Specialist**

Miss. Anna Dougall



**Learning Specialist**

Mrs. Veronica Cole

## 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 in 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 against 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 prepare them for the next stage of their education.

### **SCHOOL IMPROVEMENT**

At Pakenham Springs, we always aim to improve the quality of the 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.

**STIMULATING LEARNING**

We strive to make the standards we set challenging for each child and appropriate to their needs and level of development.

Teachers at Pakenham Springs also 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.

As a Professional Learning Community, 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.

Pakenham Springs is committed to providing quality learning opportunities that enable all students to achieve within a safe, supportive and disciplined 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. 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 agency 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 support 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 Department of Education's Respectful Relationships 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 unkind 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 and valued by other students at the school.

## **STAFF AT PAKENHAM SPRINGS**

Pakenham Springs' strength is its dedicated and united staff. At Pakenham Springs, our staff put our students first. We are 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 their skills. 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, 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, 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 become each day 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 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 concerns as they arise. Pakenham Springs encourages two-way communication between the staff and families. We aim to make families feel comfortable about approaching the school with any concerns or queries they might have. School staff endeavour to see things from all points of view and resolve issues quickly, focusing on a positive outcome.

### **PARENT/CARER INPUT**

At Pakenham Springs, we actively seek out parent/carer input and involvement into the school. We know that where families are actively involved or supportive of the staff's endeavours, student learning is enhanced. Through a wide range of opportunities provided at Pakenham Springs, families are provided with an opportunity to get involved in the decision making process at this school. School Council is a great way to get involved. Nominations open up in Term One each year and are advertised on Compass and in the school newsletter.

### **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 enrolment for 2023 was approximately 720 students. The 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.

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 educate, motivate and inspire all students to ensure they acquire the essential skills and knowledge to become respectful and informed members of the local and global community.

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

## 3. ATTENDANCE

It is crucial that 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 attendance 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 Family, Fairness and Housing.

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 or a phone call to the school office is sufficient.



## **4. ACCIDENTS / ILLNESS AT SCHOOL**

Pakenham Springs has a fully equipped First Aid room and a Registered Nurse on site. Several staff members have also completed First Aid courses and we feel we are competent to handle most minor injuries. Students 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 student becomes ill at school they are taken to the First Aid room, then families are notified as appropriate. In the case of minor injuries, treatment is administered and the child sent back to the classroom. A note is sent home with the child 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 and/or an Ambulance. In all cases, the wellbeing and safety of the student 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:

- home address and telephone numbers;
- occupations and work contact numbers (particularly if the parent who is normally at home has joined the work force);
- 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 students 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/carer of a child who has been diagnosed at risk of anaphylaxis?





The parent/carer 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: <https://allergyfacts.org.au/>



## 6. APPOINTMENTS

Pakenham Springs has an "open door" policy so that families feel welcome at the school. This allows families to be involved in classroom programs, attend open evenings and information evenings, participate in decision making forums at the school, attend parent/carer education sessions and so on.

It also allows families 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/carers to remember that it is necessary for an appointment to be made if you wish to talk to your child's

teacher at length. Often a parent/carer will wish to talk to a teacher immediately before or after school. This is often the busiest time for teachers as they are 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 to you about the issue.

An appointment can be made by ringing the school or by contacting the teacher concerned directly via Compass. 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's/carers. This will be attached to the student's records. The parent/carer 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, SKATEBOARD, ROLLER BLADES AND SCOOTER RIDING**

Students are permitted to ride their bikes to school but must wear well fitting helmets. It is the parent/carers 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/carers 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 does 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 due to the safety risk they pose. This includes the school boundary along Livingstone Boulevard, Heritage Boulevard and Henry Road. Students who break this rule or who are reported to the school for unsafe riding practices may 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. Parents/carers are advised to ensure their child has a lock for their bike, scooter or skateboard to secure it in the enclosure.

Roller blade, skate board and bike 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.

## **9. BREAKFAST CLUB**

At Pakenham Springs, we are proud to partner with Food Bank to provide a Breakfast Club which operates each morning. This provides a hearty breakfast, free of charge, available for all students and their family. Breakfast Club is a wonderful way to start the day—staffed by School personnel, the emphasis is on social connections and starting each day off in a positive manner. Fresh toast, a variety of cereals and hot selections are available each day, as is fruit and milk. We encourage families to make Breakfast Club part of their morning routine.



## 10. BUMPS TO THE HEAD

At Pakenham Springs, we take head bumps very seriously. Parents/carers 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/carers 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/carer 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 and 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 3 days per week. Students can also place lunch orders online. Lunch orders are delivered to the student's classroom. The staff serving in the canteen have the right to refuse to serve a student 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/carers could carefully monitor the spending money students 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 regularly. We suggest that the canteen price list should be kept in a handy spot at home. A hard copy can be obtained from the school office.







## 12. CAR PARKING

The on-site car park at Pakenham Springs Primary School is restricted to staff, disabled parking, official school visitor use and allocated parking for the kindergarten and Maternal Health Centre users. Complex legal and insurance issues arise if parents/carers park in incorrect car parking spaces should an accident occur. To avoid these issues parents/carers are strongly advised to follow these parking restrictions. Boom gates are in operation to allow parking for registered users only.

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. Parents/carers are encouraged to use the car park positions in Henry Road, Heritage Boulevard and Livingstone Boulevard as a drop off and collection point for students.

Parents/carers 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/carers 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 also provide staff supervision for students after school between 3.15 pm and 3.30 pm. Sufficient teachers will be allocated by the school Principal to supervise students during these periods. Outside of these times, the supervision and/or the collection of students is the responsibility of parent/carer. Students must not be on school grounds, without a parent/carer before 8:30am.

## **SUPERVISION AT RECESSES AND LUNCH TIMES**

In order to ensure that students are adequately supervised during recess and lunch times, 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/carer 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 of Educations Security Service Unit.

## **ARRANGEMENT FOR STUDENTS NOT COLLECTED AFTER SCHOOL**

Parents/carers 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/carers.

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 parent/carer, or the emergency contact person identified by the parent/carer in the school enrolment records.

Where all reasonable attempts have been made to locate the parent/carer 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 Family, Fairness & Housing 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 to have a school Chaplain working at the school 4 days 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, our students and our families.



At Pakenham Springs Primary School, one of the Chaplain's main focuses is the provision of pastoral care. The Chaplain is available to provide support and care to all members of the school community. Where parents/carers 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 permission will be obtained. This will ensure that families are fully aware of the assistance that the Chaplain is giving to students and ensure that parents/carers can be actively involved in the process.

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. As such, when you wander through the school you may 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 families 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 is 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 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.

The Chaplain at Pakenham Springs also organises a Breakfast Club which runs from 8:30-8:45 5 mornings per week. This service offers a free healthy and filling breakfast and is available for all students and families. It is a great place for students to not only start their day with a full belly, but also to have a chat with friends and practise their social skills in a supervised environment.



## 15. CLASS STRUCTURE

In 2024, there are 33 classes at Pakenham Springs. They are as follows:

Prep - 5 classes

Year One - 4 classes

Year One/Two - 1 class

Year Two - 4 classes

Year Three - 4 classes

Year Four - 5 classes

Year Five - 5 classes

Year Six - 5 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.

## 16. COMMUNICATION BETWEEN SCHOOL AND HOME

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

**COMPASS**

Compass is a comprehensive school-wide management system. Individual login details and instructions will be provided at the beginning of the year. Compass is used for:

- Communicating absences
- Sick-bay communication
- School reports
- Permission forms and payments
- Notifications of upcoming events
- Positive student acknowledgements
- Weekly class learning goals
- Behavioural incidents

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

**LEARNING CONFERENCES**

Learning Conferences between parents/carers, students and the teacher are conducted each year. Details regarding dates and the structure of such interviews will be sent home prior to these interviews being conducted. These conferences are a chance to review your child's progress and future needs with the classroom teacher or specialist teachers and will be booked online via Compass.

**PARENT INFORMATION NIGHTS**

Parent information nights may 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.

**ADDITIONAL SPECIAL CONFERENCES**

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

Likewise, parents/carers may request an interview with a staff member, to do this, parents/carers must use the 'Send email' button on Compass and select the teacher whom they wish to have an interview with. Regular contact between home and school is actively encouraged.

**SCHOOL REPORTS**

At Pakenham Springs, students receive a comprehensive Semester Report written at the end of Terms Two and Four, which assess against the Victorian Curriculum F-10 Standards.

## 17. CONTRIBUTIONS

The School Council is extremely mindful of the demands placed on families 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/carers; or requesting too much and thus alienating the very community they are trying to serve. Further details regarding these contributions are available on our website and are distributed to all families during Term Four each year.

## 18. COURT ORDERS

Schools have a legal obligation to adhere to the condition of court orders to the best of their ability.

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 the most current copy.

## 19. CURRICULUM

Pakenham Springs classroom programs provide a holistic education following the Victorian Curriculum, with an emphasis on **Literacy and Numeracy**. In 2024, students are also provided with the following specialist subjects:

**Health and Physical Education**

**Digital Media Arts**

**Visual Art**

**STEM**

In addition, all classes across the school participate in a 30 minute Auslan lesson each week.

Continuity in the educational growth of the student will be ensured through new learning being linked to prior learning and experience. Continuity will also be evident in planning, evaluation, assessment and reporting. Balance in the curriculum content is regarded as vital, as is the need for balance in the variety of teaching and learning styles employed.

Each Professional Learning Community reviews the yearly pacing of our curriculum programs at the beginning of each year and thoroughly plans out the teaching and learning in each term.





## 20. 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 the 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. The Department of Education also allow for an additional Professional Practice day, which may also be used as a whole school student free day.



## 21. DOGS IN THE SCHOOL YARD

Department of Education Policy states that dogs are not permitted to be brought onto the school premises without Principal approval.

Parents/carers 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/carers 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.

The exception to this rule is our School Wellbeing dog, **MAGGIE**, who visits the school under strict conditions regularly.

## 22. 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. 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 the 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 is based on established sun smart procedures. As such, all students are required to wear a navy broad brimmed or legionnaire hat during specified sun danger periods whilst in the playground. Baseball caps, 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 is 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 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 considered 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 for support can be made with the school office.

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 classroom teacher will send a standard Compass notification 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 teacher 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 Principal for further action as per the Dress Standards.

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.

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



## 23. 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 experiences allow them to move out of the family home and have 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 timing and locations of our camps will be communicated in the beginning of each school year to give families as much notice as possible.



## 24. 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.

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/carers 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 and in the immediate local environment.

## 25. ENTERING SCHOOL BUILDINGS

Parents/carers 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 through 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. Parents/carers 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.

A 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/carers and other 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/carers to wait/gather to collect their children. We suggest that arrangements are made for children to meet parents/carers at the car, or 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.

## 26. 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, which can be accessed through the Department of Education website, 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 for their comfort and the health and safety of all other school community members.



## 27. EXCURSIONS AND INCURSIONS

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

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 allow students to practise appropriate behaviour in a variety of situations and settings
- excursions and incursions provide the opportunity for students to develop organisation, persistence, getting along, confidence and resilience skills.



We endeavour to schedule events spaced throughout the year so that parents are not over burdened with requests for payments at any one time. If payment does become an issue for you, please contact our school office as soon as practicable so that a payment plan can be entered into, or alternative arrangements can be made.

Notification of excursions and incursions, and consent for these events is done through Compass. Payments can also be made using this platform.

In planning excursions, money is collected prior to the excursion. Money cannot be accepted after the closing date for organisation and Risk Management purposes. This 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 office 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.



## **28. EXTREME WEATHER CONDITIONS**

Where there are extreme weather conditions, 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.

## **29. FUNDRAISING**

Fundraising activities support the provision of additional resources at Pakenham Springs to support your child's learning. Over the year, our school operates a calendar of fundraising events to supplement school finances. Parental assistance and support of Pakenham Springs fundraising ventures is greatly appreciated and is vital for the success of these events.



## 30. HEAD LICE

Head lice are a cause of concern and frustration for some parents/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.

At Pakenham Springs, the matter of head lice is treated seriously and in a sensitive manner. While it is recognised that parents/carers 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/carers 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/carers enrolling at the school a “Head Lice Management Agreement”. This agreement will clearly set out the responsibilities of parents/carers 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/carer.

The school will distribute up-to-date information on the detection, treatment and control of head lice to parents/carers and staff at the beginning of every year and more frequently, if required, 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/carers 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/carers understand that one treatment is not sufficient to manage the problem. If a student attends school again with live head lice, the school will again exclude the student until the live lice have been removed.

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.

## 31. HOW YOU CAN BE INVOLVED

At Pakenham Springs, there are many opportunities for you to become involved in school life.

### **SCHOOL COUNCIL**

This is the partnership of elected parents and staff 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 regularly and membership is open to interested parents and staff. 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.

### **OTHER OPTIONS**

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

#### **Library:**

The school can always put willing hands to work in assisting with covering or mending books. If you can assist in this important task please join our "Volunteers at Pakenham Springs PS" Facebook group.



**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. Please speak to the classroom teacher about this.

**Excursions:**

Additional adult supervision on excursions is often most helpful. Parent/carer volunteers will be indicated on excursion Compass notes if needed.

**Camps:**

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

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 or expertise 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 free of charge from the Working with Children's website at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

**SCAN TO ACCESS FORM >**



## **32. 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 an "Acceptable Use Agreement for Internet and Digital Technologies" which all parents are required to complete upon the enrolment of their child at the school. It is expected that parents/carers 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/carers) 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.
- Students will not give out personal information online such as their surname, address and phone number or that of their parents/carers.
- Students will not publish a picture or send a picture of themselves without first checking with their teacher.
- When publishing web pages, 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 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.

## **33. 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.



## 34. KINDERGARTEN

Pakenham Springs is a unique centre, consisting of a kindergarten and occasional child care program room. The Pakenham Springs Children's Centre is managed by an external company. Please contact them directly for further information.



## 35. LEAVING SCHOOL DURING SCHOOL HOURS

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

Parents/carers should go to the reception foyer and check your child out using the Compass kiosk. A pass will be issued to the parent/carer. The parent/carer will present this to the class teacher before picking up their child from the classroom. If a

representative of the parent/carer is to pick up a child on behalf of a parent/carer then the representative must have signed authorisation from the parent or carer, 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 in using the Compass kiosk located in the office, so that the school is aware of the child's return.

## 36. 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 break times, it is important to also provide your child with a healthy snack. 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/carers 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, nor are energy drinks or soft drinks.

## 37. 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/carers, 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.

## 38. 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**.

## 39. 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 First Aid room fridge and will be retrieved only by a staff member as required.

Parents/carers are able 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, with prior approval by the School Nurse.

#### **SHORT TERM ILLNESS MEDICATION:**

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

#### **LONG TERM MEDICATION:**

This medication will be handed into the office by the parent/carer in a clearly labelled 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.

## **40. MOBILE PHONES AT SCHOOL**

Under Department of Education requirements, mobile phones are not to be used at Government schools within Victoria. This also includes the use of Smart Watches.

At Pakenham Springs Primary School, we support this ban on 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/carer 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/carers 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 switched off as soon as they enter the school grounds and handed in to the classroom teacher, 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 a parent/carer may collect it at the end of the school day.

## 41. MONEY BROUGHT TO SCHOOL

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.

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

## 42. 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 see more and more families getting into the swing that "nude food" is the preference at Pakenham Springs.



## 43. 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.

## 44. 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](http://www.oshclub.com.au) or by phoning **(03) 8564 9000**.



## 45. 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/carer 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 Compass***

They will discuss an appropriate way forward with you. This may include organizing 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 Wellbeing or 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 Wellbeing or Leadership Team. They will discuss an appropriate way forward with you. This may include organizing 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. The leadership team member may ask you to put your complaint in writing.

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.

**46. 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/carers 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). Parents/carers 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.

**47. PERSONAL AND LOST PROPERTY**

During the year, the school collects 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 the school 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.



## 48. PICKING UP CHILDREN AFTER SCHOOL

Many parents/carers like to pick up their children after school and this is a practice encouraged by the school. It is, however, requested that parents/carers or other family members picking up children do not come into the rooms or "corridors". A suitable meeting place to collect children, for example, where students line up each morning should be arranged. This will avoid any unnecessary disruption to the teacher's program and will develop independence in your child.

As all parents/carers 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/carers, 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/carers 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/carer, you need to consider travel arrangements for your child. Things you need to consider include:

- Is your child old enough or experienced enough to walk by themselves?
- Are there things you can do to help educate your child in traffic and road 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/carers is vital to ensure supervisory measures are successful.

At Pakenham Springs, we have four preferred 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 gates on Livingstone Blvd, the gates near the administration building 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.

## 49. 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 through the published policy being on our website. 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 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*.

## 50. SCHOOL ASSEMBLIES AND SPRINGERS PRESENTATIONS

Pakenham Springs holds a weekly Monday Morning Mini-Assembly on our basketball court from 8:50am. Formal School Assemblies may be held multiple times a year (either in person or via Webex) 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 staffroom.



## 51. 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 has built 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.

Lost library books will be invoiced and must be paid for.



## 52. 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. 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.



It 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 current school Strategic Plan is available for viewing on our school website.



## 53. SPECIALIST PROGRAMS

Currently Pakenham Springs offers Specialist Programs which tie closely with programs being conducted in the general classrooms. These programs are Visual Art, Health and Physical Education, Media Arts and STEM. Auslan is also offered in our classrooms as a Language Other Than English.

## 54. STATIONERY REQUIREMENTS

Pakenham Springs organises the supply of each student'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 student'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 books this way, parents are saved the inconvenience of having to purchase the items elsewhere. More importantly, each student 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.

Specific information regarding booklist organisation is sent to parents during Term 4 for the following year.

Parents may need to replace student requisites if items are wilfully damaged.

## 55. 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 and we encourage you to check this option if it is something you feel is necessary. These policies generally cover items not covered by Medicare (i.e. dental work).



## 56. STUDENT REPORTS

In 2024, students at Pakenham Springs will receive a comprehensive Semester Report at the end of Terms Two and Four.

These will be sent home via Compass.

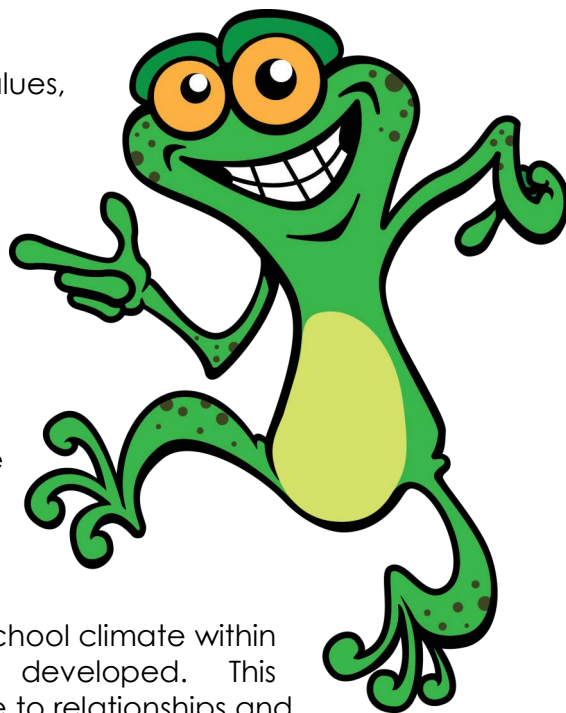
### WHAT ARE THE MAJOR FEATURES OF THE STUDENT REPORT CARDS?

- Clear information about your child's strengths and weaknesses
- Information about the curriculum content at each year level
- An indication of your child's progress over the previous 6 months

## 57. 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 our school Values, the 3 R's:



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 Springs student wellbeing procedures 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 using the processes and practices detailed in our School Wide Positive Behaviour Support documentation.



## THE REINFORCEMENT OF POSITIVE BEHAVIOUR

At Pakenham Springs, the majority of our endeavours will be devoted to recognising and promoting positive behaviour. Froggy dollars are a way that we acknowledge the positive behaviour of our students. We have three different coloured dollars, each representing one of our school values—green for Resilience, red for Respect and blue for Responsibility. When students have received a set amount of Froggy Dollars, they are able to 'cash them in' for a bronze, silver or gold award. These come with special prizes and privileges.

## 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 follow our behaviour process of Remind, Reteach, Rethink, Relocate and Remove. At Pakenham Springs, we have defined undesirable behaviours into Major and Minor categories. Minor behaviours are followed up by the classroom teachers, whereas Major behaviours may include School Leadership involvement.

## SCHOOL BULLYING

Bullying is **repeated incidents** involving:

- a bigger, stronger or more powerful student on a smaller or weaker student, or
- a group of students on a single student

These might be:

- **Verbal:** the student is called names, put down, threatened.
- **Physical:** the student is hit, tripped, poked, kicked, or belongings are stolen or damaged.
- **Social:** the student is left out, ignored, or rumours are spread.
- **Psychological:** the student is stalked or given repeated 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.

### **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. The School Wide Positive Behaviour Support framework serves 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. Skills taught in these sessions will be consistently reinforced throughout the remainder of the week.

## **58. 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.

## **59. TALKING TO OTHER CHILDREN**

If an incident arises between your child and another student whilst at school, it is not appropriate for the parent to talk directly to the other student. 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 student (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 students and de-sensitises the student to being approached by a stranger.

## 60. TERM DATES AND SCHOOL TIMES

School commences at 9.00 am each school day, but children are encouraged to enter classrooms from 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/carers may be requested to discuss this matter with the Wellbeing team or 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 snack, 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 (and occasionally into the beginning of March), 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 learning. Parents are provided with further information regarding appointment times during the school's annual "Step into Prep" program.



The school year is divided into four terms of approximately equal length.

## THE TERM DATES FOR 2025 ARE AS FOLLOWS:

### TERM ONE:

Teachers return to school:..... Tuesday 28th January 2025  
 Prep to Year 6 children return to school:..... Thursday 30th January 2025  
 Last day of term:..... Friday 4th April 2025

### TERM TWO:

First day of term: ..... Tuesday 22nd April 2025  
 Last day of term:..... Friday 4th July 2025

### TERM THREE:

First day of term: ..... Monday 21st July 2025  
 Last day of term:..... Friday 19th September 2025

### TERM FOUR:

First day of term: ..... Monday 6th October 2025  
 Last day of term:..... Friday 19th December 2025

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

## 61. 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.

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.

## 62. 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 fully 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 prep students 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.

## **63. 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.

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.



## **64. 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.



## 65. VANDALISM

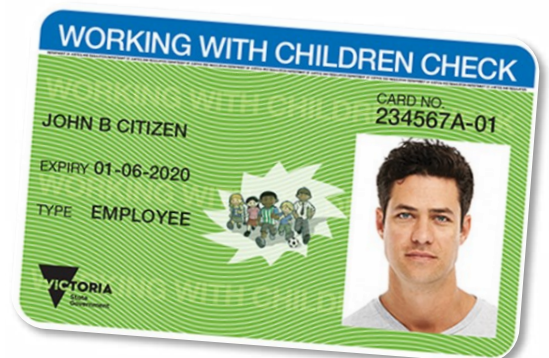
Parents are asked to keep a watchful eye on the school premises, particularly during the vacation periods. If you see anyone acting suspiciously around the school or damaging school property please do not hesitate to contact either **EMERGENCY SERVICES** via **000**, **PAKENHAM POLICE** on **5945 2500**.

## 66. 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 around the school, 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.

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.





## **67. 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.

Working with Children's Checks can be obtained online at [www.workingwithchildren.com.au](http://www.workingwithchildren.com.au).

## OUR MOTTO

It is the mission of Pakenham Springs to educate, motivate and inspire all students to ensure they acquire the essential skills and knowledge to become respectful and informed members of the local and global community.



Pakenham  
Springs



## **SCHOOL CONTACT INFORMATION**

### **PRINCIPAL**

Renee Cotterell

### **ASSISTANT PRINCIPALS**

Scott McKinnon

Melanie Brown

School Reception:

**(03) 5945 7400**

The school's mailing address is:

**Pakenham Springs Primary School**

**P.O. Box 819**

**PAKENHAM 3810**

The school's email address is:

**[pakenham.springs.ps@education.vic.gov.au](mailto:pakenham.springs.ps@education.vic.gov.au)**

The school's website is:

**[www.pakenhamsprings.vic.edu.au](http://www.pakenhamsprings.vic.edu.au)**