

Donburn Primary School

Welcome

Dear Parents,

On behalf of the school community I extend a warm welcome to your family as your child/children commence or continue their education at Donburn Primary School.

The school's focus is on providing a nurturing environment in which individual students are valued and encouraged to develop the highest standards in personal and academic achievement.

The school strives to meet individual needs of students, catering for those who require special assistance and fostering special talents and interests. The school fosters the students' desire to learn by stimulating their curiosity and developing relevant learning activities directly related to school interests.

The school aims to provide equality of opportunity, regardless of language, cultural background or gender.

The staff has adopted a team approach to curriculum planning and implementation. An ongoing program of professional development aims to build on teachers' considerable skills and experience.

Parental involvement is valued and parents are encouraged to enrich curriculum by sharing their skills and participating in all facets of school life. This high level of parental participation enhances the community spirit existing within the school.

The school offers seven-year sequential programs in each of: English, Mathematics, Science, Technology, Health and Physical Education, The Arts, Studies of Society and the Environment, and Languages Other Than English (Italian).

This Information Book outlines the school's curriculum provision, student welfare and support services, organisational matters and the role of School Council.

I trust your association with our school is a happy and valued one for us all. I look forward to our association.

Kevin Sertori
Principal

History

The school was built in 1973 in response to a growing school-age population in East Doncaster. It was officially opened in 1974 with an enrolment of approximately 331 students. Initially the school consisted of a main building with classroom spaces only. As the student population grew, a multi-purpose room, art-room and canteen were incorporated and the School Council financed the construction of a separate permanent classroom. Later the Department of Education (DoE) provided two additional double portable classrooms to cater for a current student population of approximately 270 students.

Over 30 years the School Council has developed the site to its present status. A properly irrigated oval with surrounding fitness track provides an all-year-round facility for sports activity. Extensive asphalted areas make provision for two basketball courts, Newcombe and bat tennis courts. The grounds feature five play stations. Equipment donated by Mr. David Bayes of McDonalds, Doncaster, in 1997 is a special feature within the grounds. The School Council incorporated this equipment within an Early Childhood Play Centre constructed for the exclusive use of the students in Grades Prep to Year 2.

The school's 30th birthday was celebrated in 2004.

In September 1999 a major fire severely damaged four classrooms in the core building. The rebuilding program was completed in December 2001.

School Council

A School Council governs each state school. School Councils are corporate bodies (legal bodies) constituted under the Education Act, and is responsible for setting the overall direction of the school.

Areas of responsibility include:

- **School Charter.** A three-year resource agreement with DE&T (Department of Education and Training) based on the goals and priorities enunciated by the school community and endorsed by School Council.
- **Policies.** School Council determines the educational policies for the school within guidelines set by DE&T.
- Financial administration and budgeting.
- Maintenance and improvement of buildings, grounds and furniture.

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- Employment of ancillary staff.
- Contract cleaning.
- Local Selection of Principal.
- Hiring of school buildings.
- Encouraging community interest in the activities of the school.

School Council comprises:

- Six Parent members – elected
- Four DE&T members – elected
- Principal
- Up to four co-opted members (nominated by School Council).

Meetings are held in the school staffroom at 7.30pm on the third Tuesday in the month. Members of the school community are welcome to attend meetings.

School Council operates an effective system of sub-committees as follows.

- Education and Curriculum
- Triennial Review
- Finance
- Building & Grounds
- Publicity/Marketing
- Out of School Hours Care
- Computer
- Parents & Friends Association

Special Purpose Committees are formed as the need arises. Vacancies for Council arise in March each year.

Parents are urged to consider nominating as School Councillors or becoming involved in the activities of the sub-committees. Your involvement is welcomed.

2005 Council Members

Pam Sexton (President)
Kevin Sertori
Julie Hoskin
Amy Thompson
Lynette Hookey
Margaret Hanna
Peter Gibson
Christine Knight
Elizabeth Serratore
Tom Sammann
Stephen Varney
John Saville
Kerrie Armstrong
Beth McInnes
Jacqui Herd

School Charter and Policies

The School Charter is a three-year resourcing agreement designed by the School Community and approved by DE&T. The Charter identifies the School Profile, Goals, Priorities, Curriculum Profile, Codes of Practice for the School Council, Principal, Staff and Community, Student Code of Conduct, Accountability, Monitoring and Reporting Procedures, Budget Summary and the Record of Understanding.

School Priority

There has been a significant improvement in the Learning and Teaching program and student learning outcomes. The provision of a high quality teaching program is a prerequisite of a learning program that caters for the needs of all students. The teaching staff will be encouraged to reflect on their preferred learning style and broaden the range of effective teaching strategies which take into account the different learning styles of children.

The Charter is the document, which provides the basis for all school operations, curriculum delivery, accountability and resourcing.

Donburn Primary School has a comprehensive set of policies covering all areas of the school's activities. These policies complement the Charter and are recorded in the school's Policy Manual. Both the Charter and Policy Manual are available for loan to parents.

School Council conducts an ongoing review of school policies through minor and major evaluations. (As major evaluations are conducted, parents will be invited to contribute to this evaluation process and the results are communicated to the school community.)

Policies, which require the expenditure of school funds, are accompanied by a budget. These Program Budgets combined, constitute the whole school budget which is set by School Council in the latter half of the year. Resourcing the Budget is achieved through the Global Budget allocated to the school by DE&T, additional levies, fund-raising and donations.

A copy of our current School Policies is available in the Library and Office reception.

Curriculum Provision

Donburn Primary School provides a comprehensive learning program in the eight prescribed learning areas:

English	Mathematics
Science	Technology
The Arts	Health & Physical Education
Studies of Society and the Environment (SOSE)	
Language Other Than English (LOTE)	

English

Effective communication through reading, writing, speaking and listening will be developed and encompassed within all that the students do. Creative and critical thinking and independent research skills will also be developed.

LOTE - Italian – the ability to use a language other than English (LOTE) and move between cultures is essential for full participation in the modern world.

Mathematics

The mathematics program will emphasise skills as well as understanding and promote an awareness of mathematics as an integral part of everyday life. Course content will cover space, number, measurement, statistics, and mathematical tools and procedures.

The Arts

An appreciation of and ability to express ideas and feelings through involvement in art, music, drama and literature.

Science

Science education aims to develop students' abilities to pose questions and provide answers about the physical and biological world. Content will cover natural and processed materials, the physical world, earth and beyond, and life and living things.

Studies of Society and Environment

Aims to ensure access by students to the shared cultural and collective experience of all Australians and to prepare students to be objective participants in society. The students will be encouraged to develop skills such as analysing, classifying and reasoning to manage the earth's resources and to preserve the environment.

Health and Physical Education

Opportunities will be given for students to develop a range of personal skills to enable informed healthy lifestyle choices to be made. Children will develop personal fitness, physical skills and the opportunity to participate in a range of sports. The focus is on health, physical education and sport, home and family, outdoor education and road safety.

Library

The Library is an essential teaching and resource centre supporting all school curriculum areas. Children learn independent research skills, as well as fostering a love of literature and general knowledge.

Learning Technologies

The integration of Learning Technology across the eight Key Learning Areas is a relevant approach to achieving learning objectives. Learning Technology offers an exciting and challenging way of enhancing student learning. The vision of the school in Learning Technologies is to be at the 'cutting edge' of effective use of Technology in assisting learning.

Transition Program

The school resources a five week long Transition Program each year, which is conducted on Friday afternoons during Term 4. The objects of the program are to build self-confidence and knowledge of the school environment. Staff enjoy the opportunity to establish quality relationships with young students before they commence school in the following year. This program has been highly successful, ensuring for each student a very positive beginning to schooling.

Swimming

Each year a swimming program for children in years Prep to 6 is organised by the school. Qualified Aqua Swim Instructors at the Aquarena Centre teach small groups of children swimming and survival skills. All children are encouraged to be part of this excellent program. Times for swimming instruction are notified well in advance to enable parents to budget for the instruction costs incurred.

Perceptual Motor Program

Children in their first two years at school participate in a PMP program designed to improve co-ordination, balance, and body and space awareness. Parent help is essential for the organisation of this program.

Buddies Program

Each of the Prep children has a Grade 6 "buddy". Buddies ease the transition from Pre-school to school by providing an older friend in the playground. Learning experiences, where Grade 6 children tutor or help the Preps, is valuable for both age groups as it fosters leadership, co-operation and caring in our school.

Interschool Sport

Children in Grades 5 and 6 all participate in a range of summer and winter sports with other local schools during Terms 1, 2 and 4. Sports played include Rounders, T-ball, Softball, Bat Tennis, Soccer, Newcombe, Cricket, Football and Netball. Students from Grades 3 to 6 are involved in House athletic sports and a House cross-country event. Successful teams and competitors have an opportunity to compete at Zone and then State levels.

Choir and Recorder Group

These activities are optional. Practices are held during the school day and at recess times. Performances by these groups are given at assemblies, special school functions and an opportunity to perform to larger audiences is given, for example, Education Week performances.

Instrumental Music

Tuition is available for piano and violin. Lessons are usually taken in school time with parents paying all fees.

Special Theme Days

Whole school activities are a feature of the school program. All children are involved and multi-age groups are often utilised. Parents are always welcome to participate in these days.

Communicating and Reporting

Our school places high emphasis on quality communication between teachers and parents. Avenues of effective formal and informal communication exist to provide opportunities for teachers and parents to establish a friendly, supportive and co-operative working relationship. These include:

Information Nights

- February – Class Information Evenings provide information on how classes will operate and the educational programs to be taught.
- Camp Information Evenings provide parents with an outline of the camping program.
- Information Evenings addressing particular programs or curriculum areas are available each year, eg, the Parents as Tutors for Reading program and the Motor Perceptual Program.
- A Prep Information Evening is available in December for parents of children commencing school in the following year.

Annual General Meeting of School Council - March

Reports of activities of Council along with audited accounts are presented to parents. Election is held of members nominated to School Council.

Parent/Teacher Interviews and Reports

Early in each school year parents are able to meet with staff and discuss any matters relevant to their child's schooling for that year. At midyear an interview, in conjunction with a written report, is available. In addition, parents of children in Years 3 and 5 will receive a Achievement Improvement Monitor (AIM) Report. In 2005 we expect that all children at Year 3 and 5 will be tested by the Victorian Curriculum and Assessment Authority in the areas of English and Mathematics. The purpose of this report and discussion is to share information regarding your child's progress. A written report is presented at the end of each year. Information about the AIM Statewide Testing for Years 3 and 5 can be found on the website: <http://www.bos.vic.edu.au> Parents are welcome at any time to discuss aspects of their child's education. Appointments need to be made to arrange a mutually convenient time to discuss areas of concern.

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Displays

Children's work is displayed constantly around the school and provides a valuable reflection of the work being undertaken by the children. Please feel free to view the displays at any time.

Newsletter

Each Wednesday a newsletter is sent home with the eldest child in each family. The newsletter outlines activities occurring within the school community and is a vital means of communication. Newsletter notices must be handed in to the office by 9.00am Tuesday.

School community notices may be published free of charge and advertisements may be placed for a fee of \$20.00 (GST included).

Calendar

Term Dates 2005

Term 1	Thursday 25 January	Friday 1 April (Easter 25 March – 28 March)
Term 2	Monday 18 April	Friday 24 June
Term 3	Monday 11 July	Friday 16 September
Term 4	Monday 3 October	Friday 21 December

School Personnel

Principal:	Kevin Sertori
Assistant Principal	Julie Hoskin
Class Teachers:	Chris Taylor Fay Davidson Anne Valkenburg Lynette Hookey Kris Pepper Rosanna Bagnato Russell Newman Amy Thompson Jana Gadsden Lucas Fleming Clancy Williams Robyn Fraser Rebecca McDonald
Library:	Carmel Arnold
Art/Craft:	Fiorella Glavich
Music:	Carol Hare
Sport/Physical Education	Russell Newman
Reading Recovery:	Hilary Salmon
Italian:	Rosanna Bagnato
Information Technology:	Chandra Chakravorty Michael Truong
Ancillary Staff:	
Office Manager	Margaret Hanna
Teacher Aides	Lynne Breadmore Chris Clark Rosita Scott Leanne Sittampalam Jo Toussaint Sharon Underhill Anne Vanderharst
School Cleaner:	Nick Drivas
Out of School Hours Care	
Coordinator	Rosita Scott
Assistants	Karen Jensen Cheryl Weber Jennifer Richards
Instrumental Music:	Hedy France & Staff
Guidance Officer:	Sally Benson
Speech Pathologist:	Catherine Ashton-Smith
Physiotherapist:	Rachel Kennedy
Occupational Therapist:	Penny Hendrie
Visiting Teacher:	Eleanor Kolbe-Brown

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General Information

School No. 5019
Colchester Drive, East Doncaster
Phone: 9841 8099 Fax: 9841 8647
Postal Address:
PO Box 1003, East Doncaster 3109
Email: donburn.ps@edumail.vic.gov.au
Website: www.donburn.vic.edu.au

School Times

9.00am	School commences
11.00am	Morning recess
11.30am	Classes resume
1.00pm	Lunch (inside)
1.10pm	Lunch recess
2.00pm	Classes resume
3.30pm	School dismissal

Assemblies

Each Friday afternoon the entire school is involved in an assembly held in the school hall. This includes the National Anthem as well as announcements, awards and news items. This is a tremendous opportunity for our community to keep 'track' of events happening in our school. If you have matters which you believe would be of general interest to our School Community please contact the Principal prior to the Assembly. On the last day of Term 1, 2 and 3 the school will be dismissed from a whole school assembly at 2.30pm. On the last day of Term 4 dismissal time is 1.30pm.

Curriculum / Reporting Days

DE&T has given all schools permission to hold four Curriculum Days per year. On these days students do not attend school. Teachers conduct in-service activities within the school or in co-operation with other schools. School Council endorses the actual dates and every effort is made to ensure parents are notified well in advance via the school Newsletter and/or special notices. Curriculum Day Care is available on these days.

Class Photographs

Consistent with most schools, Donburn Primary School organises a photographer to take class, individual, School Captains and House Captains photographs. Orders are taken on a pre-paid basis with money refunded if not fully satisfied. Children and parents will be notified well in advance of the day that photographs are to be taken.

Parent Involvement in School Programs

Parents are encouraged to take part in a range of activities relating to our school programs. Your child will benefit from your involvement. Early in the year class teachers will outline how parents can be involved in class activities.

Contact Parent Scheme

It is the role of the Parent and Friends Association in consultation with the class teacher:

- to welcome parents of children who are new to the school
- arrange parent assistance for classroom activities
- provide another contact point for parents.

School Security

The school buildings are protected by a sophisticated alarm system, however we do rely on support from our community in relation to the exterior of the buildings and the grounds during out of school hours. Please report:

- any suspicious behaviour immediately to the Doncaster East Police ☎ 000
- any fires or related problems to the Metropolitan Fire Brigade ☎ 000

Working Bees

The School Council with the object of maintaining and improving our buildings and grounds arranges working bees. Working bees are organised regularly throughout the year and we urge all parents and students to participate where possible.

Money and Valuables

All money sent to school should be in a sealed envelope, with the child's name and class, amount and reason for money on the outside. Pupils are encouraged not to bring valuables to school.

Children's Book Club

The school has a children's Book Club which runs through the Library program and offers a carefully selected range of highly recommended children's books for purchase.

School Captains

Eliza Jane Whitelock
Jesse Liebelt

House System

There are four Houses at the school used for House sports, Social Service and School activities.

Buffalo – Blue

Captains Maddy O'Gorman
William Sexton

Hotham – Green

Captains Tasha Watkins
Daniel Khalaf

Oberon – Gold

Captains Laura Boldiston
Nathan Biancotto

Kosciusko – Red

Captains Stephanie Walden
Matthew Grace

Supervision of Children

Teachers supervise the playground from 8.45 – 9.00am and 3.30 – 3.45pm. All play and lunch breaks are also supervised. Parents are asked to plan for delivery and collection of children between the above times.

Collection of Children

Between the hours of 9.00am and 3.30pm parents who wish to collect their child from school are asked to report to the General Office and sign the Early Dismissal Register before collecting their child from the class teacher. Children arriving after 9.00am must be signed in using the Late Arrival Register. Parents/guardians must notify the school if a friend or other person is to collect a child from the school.

Absences

All absences must be explained in writing to the class teacher when the child returns. If your child is to be taken from the school at any time please ensure that the child's class teacher is informed by note in advance. If your child is removed during recess times please ensure that your child's class teacher is advised. Children leaving during these times will wait at the School Office

for their parent or an adult nominated by the parents. The early dismissal register is located at the School Office.

To ensure the safety of your child he/she will not be dismissed during school hours without a written request, nor will any child be allowed to walk home alone during school hours.

All children who arrive late are requested to record their arrival time in the Late book, which is located at the School Office.

Appointments

Remember this is your school. There is an open invitation to participate in all activities and to visit the school. If you have any concerns or aspects of your child's schooling you wish to discuss, please contact the school (☎ 9841 8099) so that an interview at a mutually convenient time may be arranged.

School Lunches

Our school operates a canteen on Monday, Wednesday and Friday. Parent volunteers staff the canteen and you are most welcome to join the roster. Suggested foods available for purchase are printed in the newsletter at the commencement of the year. The school places an emphasis on healthy lunches. Children have a supervised lunch eating time between 1.00 and 1.10pm. All uneaten food is to be taken home.

Naming Belongings

Please ensure that **ALL** clothing is named. Labels have a habit of falling off, so a check every now and then is recommended.

Children will require a named library bag (cloth or plastic).

Lunch boxes and drink bottles (**NOT GLASS**) should be named.

All other equipment brought to school should be named to ensure its return to owners. Lost property is kept in the Lost Property Box located in the Grade 5W classroom. Any unnamed articles of clothing not claimed by the end of term are donated either to the Secondhand Uniform Store or charity.

School Council Levies

The State Government provides set monies for the provision of materials and requisites for the education of children. However, these monies fall short of the required amount needed for the implementation of the school's learning programs. These programs have been designed by the Staff and community to best meet the needs of your children. It is, therefore, necessary for the School Council to ask parents to meet this funding shortfall by paying the required contribution as a levy. In addition to the levy there are voluntary contributions for library and building funds.

Bicycles To and From School

Children must wear bicycle safety helmets when riding bicycles to and from school. Bicycles must not be ridden within the school boundaries.

School Car Park and Traffic Movement

Staff, and others employed within the school, are able to park in the carpark. Please exercise extreme care as you enter and exit the carpark. Children are not allowed to walk through the carpark as a matter of safety. Delivery of children to school is to be made with utmost regard to safety at all times.

Parking in Colchester Drive and Pine Way is restricted and parents should only park or stand vehicles in the prescribed parking zones.

Excursions and Camps

Excursions

School excursions are an important and effective means of motivating children and engaging them in active learning experiences. Excursions are carefully planned as part of the educational program at each year level. Children will experience people visiting the school, eg, an author, people to give educational talks and displays or performing groups. They will take part in excursions both locally and beyond the local district.

At the time of excursions, information will be sent home regarding the excursion and a form requesting contact telephone numbers for the day of the excursion and medical treatment consent will need to be signed and filled in by parents.

Often teachers organising the excursion will request volunteer parents to help in the supervision of groups during the outing. This is usually arranged by personal contact with the teacher.

Camps

School camps or tours for students are a valuable aspect of a fully rounded program of development for children. The aims of our Camp program are:

- to provide educational experiences unable to be catered for at school, eg, visit to local industries, places of historical interest, etc.
- to help instill an appreciation of the natural environment of the area being visited.
- to provide opportunities for physical development, eg, hiking, general fitness, outdoor activities.
- to provide opportunities for social interaction and to give experience in living and co-operating in a group.
- to help build each child's sense of independence.
- to provide the challenge of coping with different surroundings and the opportunity of displaying initiative and responsibility in different settings.
- to provide children with a range of experiences that can be a focus for classroom curriculum activities.

Every effort is made to keep costs down while providing safe, interesting and suitable opportunities. Details are provided well in advance so that they can be budgeted for over a period of time.

In 2005 the Grade 5 / 6 camp will be held at Forest Lodge, Yarram. The Grade 3 / 4 camp will be at Gundiwindi Lodge, Wandin.



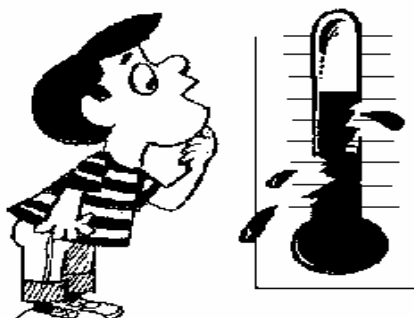
School Uniform

Children are encouraged to wear school uniform. The official school uniform supplier is Doncaster Schoolwear, 7-9 Rosella Street, East Doncaster 3109. Phone 9842 1517.

Second hand items of uniform are available for sale through the school. Inquiries Regina Gray Phone 9841 8099

During Terms 1 and 4 it is compulsory for children to wear hats for all outdoor activities.

Please note - For safety reasons, children should not wear thongs or other very open footwear, which will not protect the wearer's feet.



Summer Uniform

Girls

Donburn Summer Dress
Windcheater – green
Bomber Jacket – green & red
Trackpants – green
Culottes – green
Polo tops – red
Socks – white
Slouch hat – green

Boys

Shorts – green
Windcheater – plain/hooded – green
Bomber Jacket – red & green
Trackpants – green
Polo top – red
Socks – white
Slouch hat – green

Winter Uniform

Girls

Pinafore – red/green plaid (optional)
Polo top short sleeved – red
Long sleeved polo top – red
Windcheater – green
Bomber Jacket – green & red
Track pants – green
Slouch hat – green

Boys

Windcheater – green
Track pants – green
Polo tops short sleeved – red
Long sleeved polo top – red
Bomber jacket – green & red
Socks – white
Slouch hat – green

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Welfare & Discipline

Donburn is a caring school concerned not only to cater for cognitive growth and physical skill development but also to provide for the emotional and social needs of its students.

Children are encouraged to be confident, courteous and friendly and to be responsible for their own actions. School programs and initiatives such as Junior School Council all aim to build these skills. The members of Junior School Council represent all students from Prep-Grade 6.

Student health and resources, external to the school, provide student services as outlined in following sections in this booklet.

Student Code of Conduct

The Student Code of Conduct has been designed to protect children's rights, safety and well being. Every endeavour is made to present rules positively. Rules are based on a school policy of care, consideration and respect.

Donburn School Rules:

- Respect the rights of other people.
- Play safely.
- Remain inside school property.
- Observe areas of bounds.
- Move safely around the school – walk between and around classrooms.
- Respect property, garden and equipment.
- Place all rubbish in bins.
- Walk bikes in the playground and past the carpark.

Our school considers that a positive approach to behaviour is desirable to foster a school climate where personal responsibility and self-discipline will be developed.

Strategies to Support the Code of Conduct:

- Reward positive behaviour.
- Foster an attitude of mutual respect, co-operation, tolerance and understanding.
- Encourage children to reach their potential.
- Provide programs, which nurture a positive self-image.
- Establish a set of rules and rights at a classroom level, and develop an understanding of the school rules.
- Be consistent and fair.
- Develop pride in the school.
- Be actively involved with students.
- Ensure supervision of children at all times.

Consequences

If students do not comply with the school rules, consequences will apply. These will be fairly, reasonably and consistently implemented.

If students choose to break rules, systematic and logical consequences will be applied as follows:

First Offence:	Warning recorded
Second Offence:	Name recorded Discussion and application for logical consequences may follow, eg, apology; make up lost time; pick up litter. Proforma sent home to notify parents.
Third Offence:	Detention for part of recess/lunch (up to one week). Proforma sent home to notify parents.
Severe Misbehaviour and/or Fourth Offence:	Parents contacted to arrange formal meeting.
Continued Severe Misbehaviour may result in:	Further after school detentions. Support Group Discussion. Suspension. Expulsion.

These steps will be implemented according to the DE&T Disciplinary Procedures.

Definition of Severe Misbehaviour.

Willful damage or harm to others or property.
Overt refusal to respond to teacher's instructions.
Engaging in any behaviour which severely disrupts the classroom.
Climbing trees or on roof.

Classroom Management

At the commencement of the year each class, under the guidance of the class teacher, devises a set of classroom rules. Emphasis is placed on consideration for others safety and not engaging in behaviour which severely disrupts the classroom. Consequences are similar to those for breaking School rules.

Out of Hours Care Program

Out of Hours Care Program operates every day from 7.30 – 8.45am and 3.30 – 6.00pm. To use this facility children must be registered with the Out of Hours Committee. We recommend that all families register children, even if you do not anticipate frequent usage, as occasional care and care in the case of an emergency will then be available for your children. Care is also available on Pupil Free Days.

Registration forms for the Out of Hours Care Program are available at the school office.

Bookings:

Donburn Primary School - ☎ 9841 8099
Rosita Scott OSHC Coordinator ☎ 0409 251017



Accident and Illness

At Donburn we make every effort to avoid accidents and to ensure your children will be well cared for in the event of an accident occurring.

In the event of an accident we will do our best to contact you, the parent, while taking any emergency or first aid action necessary for your child.

In the event of a minor accident or illness the school sends home a note detailing treatment given.

Infectious Diseases Exclusion Table

German Measles:

At least five days from the appearance of the rash.

Measles: For at least seven days after the onset of the rash or until a medical certificate of recovery is produced.

Whooping Cough: For four weeks or until a medical certificate of recovery is produced.

Head Lice: To be excluded until treated.

Effective lotion is available from most

Scarlet Fever: Medical Certificate.

Hepatitis: Medical Certificate

Ringworm: To be excluded until treated.

Impetigo: To be excluded until treated and all sores are covered.

Mumps: To be excluded until fully recovered

Polyomyelitis: Medical Certificate

Chicken Pox: To be excluded until fully recovered and at least one week after eruptions occur.

Asthma Management Plans

Each parent, in consultation with their family doctor, must document a management plan. At the commencement of each year the school will send home a proforma on which parents are to complete the Management Plan.

Children's Health and Welfare

Please remember that sick children must be kept home. The sick bay provides for minor upsets at school. The school's policy is to contact the parents if the illness is protracted or of a serious nature, so that children can be taken home. It is **imperative** that the school has your daily contact number and/or that of a responsible friend who can be relied upon in an emergency. If this information changes, please notify the school immediately.

If your child's health status changes (eg, he/she develops allergies, asthma, etc.) please ensure that the Principal is made aware of this change immediately. This will ensure that the necessary knowledge and precautions are drawn to the attention of all staff.

If medication is to be taken at school, written instructions must be handed to the teacher. If your child suffers from asthma, an inhaler must accompany him/her in their bag. The school does have an inhaler, which can be applied in an emergency.

The school possesses a well-maintained first aid kit. We also have a number of appropriate kits, which are always taken on excursions.

Health Screenings

This annual screening is carried out by a school-nursing sister who will:

- carry out a health screening on all Prep grade children.
- carry out screening tests on, and investigate as appropriate, any children referred by teachers or parents because of suspected health problems.

Certificate of Immunisation

All children must inform the school of their immunisation status before their first attendance at school. A certificate of immunisation status must be produced for school records. This is obtained from the Health Officer of your local Council.

Health Services

The school provides, through the City of Manningham, for the children in Year Prep to receive their triple antigen and sabin boosters. All Year 6 children are also given the opportunity to receive the rubella or german measles vaccine at the school.

Head Lice

Unfortunately head lice continue to be prevalent in all schools. Please notify the school if your child does become infected. We are then able to arrange an inspection for children in that grade through the City of Manningham's Health Services.

Head Lice procedure:

- Inspect your child's hair regularly, at least weekly.
- Purchase an effective lotion from your pharmacist if your child requires treatment.
- Remove old eggs with a fine comb. A solution of vinegar and water assists with the removal of eggs.
- Wash all personal clothing and bedding.
- Report the infestation to the School.
- Child is to be excluded from school until appropriate treatment has begun and a letter of clearance has been issued by the Manningham City Council.

