

SCHOOL INFORMATION GUIDE A - Z

ASSEMBLY

Alternate school assemblies (F-2) & (3-6) are held on Friday afternoons 2:30 pm – 3:00 pm in the school gymnasium. Parents are most welcome to attend

ATTENDANCE

Regular attendance is important and we ask that children are not kept home from school without good reason. It is law that all children of school age attend school 5 days a week unless there is a reasonable excuse for the child's non-attendance (Education Act 1958 No.6240). It is important that good habits of attendance and punctuality are set from your child's first experience at school. If your child is ill however, it is better for them if they stay at home until they are well. With any absence from school, **a written explanation is necessary, immediately upon your child's return to school.**

EARLY RELEASE

Children must not leave the school grounds during school hours, unless special permission has been requested and given. If you do need to collect your child during school e.g. for an appointment (dentist / doctor, etc.) you must first report to the office, to notify us of your child's early release and take a pass to the classroom teacher to collect your child.

LATENESS

Children who arrive after the 9.00am bell **must** be signed in at the office, a pass is then given to the child to hand to their teacher. Alternatively, if a parent is not accompanying the child, the child should be sent to school with a note to explain why he/she is late. The child should first report to the office then give this note to their classroom teacher.

ATTENDANCE ARRANGEMENTS FOUNDATION

In 2017 Foundation students attended school on Monday, Tuesday, Wednesday, Thursday and Friday. For the first week of school, a designated individual testing interview with the Foundation teacher, student and parent is conducted to ensure teachers have the most up to date data and information on each child to ensure an appropriate learning program is designed. Parents/carers will be notified at transition during November if there is a change to this arrangement. Foundation children are to be brought to their classrooms ready to begin school at 8.50am and will be dismissed from their classrooms at 3.10pm. Children must be collected by a parent or a responsible adult acting on the parent's request.

BICYCLES

The Road Traffic Authority recommends, and we support, that children under 10 years of age should not ride bicycles or scooters on roads unaccompanied.

Children must walk their bicycles / scooters in the school grounds at all times. Bicycles are to be placed in the bike cage which is locked with a chain and padlock. We still however, recommend the use of a personal bike chain/lock. Theft or damage to students' bikes or scooters is not covered under the Department of Education or school insurance.

Safety Standards approved helmets are to be worn by all children who ride a bicycle or scooter to school.

CANTEEN

A canteen price list will be issued to all students at the start of the New Year. Weekly canteen specials will be published in the school Newsletter. Lunch orders can be written on a paper bag with your child's name clearly written and correct money enclosed and placed in the lunch order basket in your child's grade at 9:00am or can be ordered online. Information on how to order online can be obtained through the office. Lunch orders are delivered to the class at 1:20 pm. The Canteen operates five days per week and is open for counter sales at recess and lunch times.

CAR PARKING FACILITIES

The school carpark is for staff use or visitors on official business only. For safety it must not be used by parents / students in private vehicles or as pedestrian traffic.

Parents are asked to use the indent car parking in Mowbray Crescent when visiting the school.

There are two large **designated DISABLED car parking space** at the front of the school which must only be used by vehicles displaying a disabled parking sticker.

Parents must follow local council and traffic laws when parking at all times. Traffic officers patrol the area on occasions and parents parking illegally will be fined.

COMMUNICATION

A Newsletter is sent home EVERY THURSDAY WITH THE ELDEST CHILD IN THE FAMILY or is available on our WEBSITE and contains important information regarding activities and events. Prior notice of future excursions and important dates to remember are available from the Newsletter.

Individual grade/sporting notices will be sent home as needed.
Messages and reminders are also sent home via Compass.

If you are unsure of anything about the school or its programs, please don't hesitate to contact your child's teacher. The best way to do this is to make a time before or after school. If your needs are not met, or you need further information please contact the Team Leader, Assistant Principal, Principal and / or the Regional Office of the Department of Education. Contact details and process is forwarded to all parents at the beginning of the year and available in the weekly newsletter.

The School Telephone number is 9743-0633, our Fax number is 9747-8842 and the address is:
Post Office Box 554, Melton 3337. Website is www.kurunjangps.vic.edu.au

ICT

The school is well equipped with a range of digital technology including banks of Netbooks and IPADS for use in all classrooms. All classrooms have wide screen smart TV's to enable information to be projected from both computers and IPADs to enhance students learning experiences. Cyber safety is a high priority. Expectations around the safe use of the internet is explicitly taught throughout the year with both students and parents signing a Safe Use of the Internet Agreement at the beginning of each year.

FACILITIES

All our buildings are air conditioned and heated and well maintained. We have a specialist Performing Arts room, Art Room, Gym, Developmental Playroom and Personal Learning Studio with cooking facilities and space for science and drama activities.

FEES & PAYMENTS

SUBJECT CONTRIBUTIONS & VOLUNTARY FEES

Parents will be notified towards the end of the year, regarding the days when payment for essential requisite items and voluntary contributions can be made.

The essential learning items cover materials such as books, pencils, text books, photocopy paper, set class books, take home books, numeracy materials, science materials and specialised equipment for health and physical education, project materials etc. All supplies are bulk ordered and distributed at school.

Requests for payment for camps, excursions and incursions will be made throughout the year.

EXCURSIONS & CAMPS

Parents are asked to please make payments for camps, excursions and incursions by the due date advised on the notice. Arrangements between excursion venues regarding the numbers attending, accurate rolls for excursions and our ability to make final payments to venues for excursions are greatly helped by this. We also ask that you provide the correct money to the teacher when making your camp or excursion payments. Teachers do not keep change in their classrooms. Correct money is to be placed in a clearly labelled envelope with the child's name, grade and excursion name.

Parents who hold a current health care or pension card may be eligible for a Government payment of \$125 per child, made payable to the school to supplement the cost of camps, sports activities and excursions.

INFECTIOUS DISEASES

Disease or condition	Exclusion from School	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not Excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not Excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded
Human Immuno-deficiency Virus Infection (HIV/AIDS)	Exclusion is not necessary	Not excluded
Impetigo (School sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza & Influenza like illnesses	Exclude until well.	Not excluded unless considered necessary.
Leprosy	Exclude until approval to return has been given.	Not excluded

Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria – other than meningococcal meningitis)	Exclude until well.	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded
Pertussis (Whooping cough)*	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded
Rubella (German Measles)*	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary.
Streptococcal infection (Including Scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded
Typhoid, Typhoid Fever and Paratyphoid Fever	Exclude until approval to return has been given.	Not excluded unless considered necessary.
Verotoxin producing Escherichia Coli (VTEC)	Exclude if required and only for the period specified.	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

- Vaccine preventable disease

Please Note: Where a medical certificate is mentioned, this means a medical certificate indicating that the child has recovered and is now fit for school. If you have any queries, please contact the school.

ASTHMA MEDICATION

Parents of children requiring regular medication for asthma must complete an asthma management form and medication consent form, from the office. Where possible, depending on the child's age, children with asthma are encouraged to follow their own asthma management plan.

ANAPHYLAXIS MEDICATION

Parents of Anaphylactic students who require an epi-pen at school must complete an anaphylaxis action plan and have this signed by the child's doctor. These forms are available from the school office. It is your responsibility to make sure that the school is kept advised of any changes to your child's medication and that the school is always supplied with the appropriate medication. Please take note of the expiry date and replace when necessary.

REGULAR MEDICATION

The school is not permitted to administer medication without the express written permission of the child's parents or guardians. A medication consent form is available from the office. For children who require regular medication parents are requested to complete the form and return it to the school with the medication. The medication will be administered by the appropriate First Aid Officer.

OCCASIONAL MEDICATION

If a child requires occasional medication at school (ie. Antibiotics), parents must complete a medication consent form available from the office with clear instructions as to the dosage and the time the medication is to be administered. Where possible, 3 times daily should be 8:30am, 3:30pm & 9:30pm thereby avoiding the need to have medications at school.

HEAD LICE

School staff will at times conduct visual inspections for head lice. It is important that all parents check their children's hair regularly and remove head lice or eggs. Children with live lice are excluded from school until treatment has commenced. Please refer to school head lice policy.

MOBILE PHONES

School policy does not permit student use of mobile phones at school. Mobile phones are permitted only under emergency circumstances with the written approval of the parent. Approved phones must be checked in and out of the office at the commencement and conclusion of each school day.

OUT OF HOURS SCHOOL CARE

Out of Hours School Care (OSHClub) currently provides before and after school care for our students. OSHClub is operated in the main building, it's hours of operation are 6.50am ~ 8.45am and 3.10pm ~ 6.30pm. A separate information sheet on OSHClub is provided for you. All enquiries are to be directed through the Head Office – (03) 8465 9000 (8am-6pm Monday – Friday) or on their website www.oshclub.com.au

PARENT INVOLVEMENT

SCHOOL COUNCIL

School Council meets Tuesday evenings twice each term and plays a key role in the policy making and governance of the school.

PARENTS & FRIENDS

Parents and Friends meet monthly on Monday mornings and support the school with fundraising activities.

PARENTS AS VOLUNTEERS IN THE CLASSROOM

Parents who wish to assist in classrooms and / or in other programs and activities around the school e.g. sport, excursions etc. are encouraged to attend an informative / training session in Term 1. This information / training session provides an overview of how the school operates and the opportunities and expectations for parent involvement. Further information / training sessions may be held throughout the year on a needs basis

PERSONALISED LEARNING STUDIO

The personalised learning studio provides an open space for classes to cook, conduct science experiments, drama and hands on projects. It is also utilised for use by the parent community including PFA meetings, parent training and special events.

POSITIVE SCHOOL CLIMATE

Through the School Wide Positive Behaviour Support Program, we focus on a whole school approach to the implementation of consistent structures to ensure high expectations for all students. We encourage positive behaviours and this is both rewarded and encouraged at the whole school, class and individual level across the school. Expected behaviours are explicitly taught and students are rewarded for the positive choices that they make. AVID strategies (Advancement Via Individual Determination) assist students in developing clear organisational skills and study habits preparing them for future learning.

Berry Street Educational Model strategies support students with their engagement and learning through building school wide strategies and harnessing individual character strengths to build a strong culture of independence and resilience in students learning.

Social skills programs are developed to assist students to develop social competencies across the school.

At Kurunjang Primary School our school values are represented to the school community as the KPS Super Heroes and these values of Respect, Responsibility, Resilience, Effort, Excellence and Empathy are followed with pride.

SCHOOL SECURITY

For the safety of our pupils and the security of our school, the following procedures are carried out:

- a) All school external gates, except the front and car park gates in Mowbray Crescent, are locked and only opened each day between approximately 8:15 am and 9:10 am and 3:00 pm and 3:30 pm. This allows students to use them when coming to and leaving school each day.
- b) All visitors to the school, during the school day, must use the Mowbray Crescent entrance and report to the school office. All parent helpers should sign in, in the Visitor's Book at the office and collect a Visitor's Pass.
- c) Dogs are not permitted on the school property by order of the Shire of Melton and the Health Department.
- d) Smoking is not permitted on the school grounds or within 4 metres of all school entrances.

We thank you for assisting us with the above in ensuring our children remain safe at school.

SCHOOL TIMES

8:30	Teachers are in classrooms and available to parents
8:50	Bell to signify children to line-up, take their bags to their room and make preparations to start the school day.
9:00	Bell to signify beginning of session 1
10:55	Bell to signify the beginning of recess (children eat their play lunch in their classroom)
11:00	Bell (children go outside)
11:15	1 second bell to signify changeover of yard duty teachers; recess half time bell
11:28	Bell (children make final preparations and assemble at classrooms/class assembly areas)
11:30	Bell to signify end of morning recess and beginning of session 3
1:20	Bell to signify beginning of language enrichment session (children eat their lunch in their classroom)
1:30	Bell to signify the beginning of lunch recess
1:50	1 second bell to signify changeover of yard duty teachers; lunch half time bell
2:05	Bell (children make final preparations and assemble at classrooms/class assembly areas)
2:10	Bell to signify end of lunch recess and beginning of session 5
3:10	Dismissal bell

Music is played at the start of school, the end of recess, the end of lunchtime prior to the bell.

SPECIALIST PROGRAMS

Specialist programs occur within the school in Art, Performing Arts (music & drama) and Phys Ed. There are numerous opportunities for children to participate in sport at the Melton district and regional levels. The Performing Arts program allows students in years 5/6 to participate in an instrumental program in conjunction with Kurunjang Secondary College. Our language other than English (LOTE) is Chinese and currently is conducted with students in Years Foundation – Year 2.

STUDENT PROPERTY

All property, coats, bags, books, jumpers, shoes etc. should be clearly labelled with your child's name with a non-removable label and / or permanent marker. If your child brings home someone else's property by mistake, please return it to the school as soon as possible. Private property brought to school by students is not insured. Neither the school nor the Department of Education will be responsible for any loss. The school does not recommend bringing expensive items to school. Please ensure personal sports equipment is clearly labelled with your child's name.

TRANSITION PROGRAMS

We have a comprehensive transition program for students enrolled for Foundation at our school, including formal transition days in Term 4. Information sessions about the school are held at the beginning of Term 2 and personal tours can be organised through the school office.

Transition into Secondary School is supported through our work with Kurunjang Secondary College including a technology program for students in Years 5 & 6, Kids in the Kitchen, AVID, our Music Enrichment program and formal transition days.

UNIFORM

1. The wearing of school uniform is **compulsory**. This includes the wearing of school uniform when representing the school at sporting events and when going on excursions.
2. School uniform hats are compulsory in Terms 1 and 4 but may also be worn during Terms 2 & 3.
3. On days when there is an official "Out of Uniform Day" thongs, open-toed sandals, tank tops, croptops, halter tops, singlets and clothing with offensive messages are not acceptable school wear.
4. Studs and sleepers are acceptable ear wear, dangling earrings and body piercings **are not** to be worn.
5. Make-up is not to be worn, except when required for school performances.

	GIRLS	BOYS
SUMMER	<ul style="list-style-type: none"> ▪ School uniform summer dress ▪ Royal blue polo shirt with embroidered school logo ▪ Royal blue bomber jacket / windcheater with embroidered school logo ▪ Royal blue rugby shorts ▪ Royal blue wide brimmed hat with embroidered logo ▪ Navy Bootleg pants 	<ul style="list-style-type: none"> ▪ Royal blue polo shirt with embroidered school logo ▪ Royal blue rugby shorts ▪ Royal blue bomber jacket / windcheater with embroidered school logo ▪ Royal blue wide brimmed hat with embroidered logo ▪ Navy gabardine trousers
WINTER	<ul style="list-style-type: none"> ▪ Royal blue polo shirt with embroidered school logo ▪ Royal blue bomber jacket / windcheater with embroidered school logo ▪ Royal blue or navy blue track pants ▪ Navy bootleg pants ▪ School uniform winter tunic ▪ School uniform winter skirt 	<ul style="list-style-type: none"> ▪ Royal blue polo shirt with embroidered school logo ▪ Royal blue bomber jacket / windcheater with embroidered school logo ▪ Royal blue or Navy blue track pants ▪ Navy gabardine trousers

Black leather school shoes are recommended for all students. Black or plain runners are the only acceptable alternative.

The Kurunjang Primary School uniform is available from the Primary School Wear Deer Park Store located at Unit 2 51-53 Westwood Drive Deer Park phone 03 9768 0342. Shop hours Monday to Friday 9.00 am – 5.00 pm and Saturday 10.00am – 1.00pm. Lay-bys are welcomed but not available onli

