



2017
St Kilda Primary School
Parent Information Book



School Contacts

phone: 9534 3993

fax: 9534 8543

website: www.stkildaps.vic.edu.au

email: st.kilda.ps@edumail.vic.gov.au

INTRODUCTION TO ST KILDA PRIMARY SCHOOL

A WELCOME FROM THE PRINCIPAL AND SCHOOL COUNCIL PRESIDENT

We warmly welcome you to St Kilda Primary School. We truly believe that St Kilda Primary is a magnificent school full of wonderful, enthusiastic, caring people. At our school every child is valued as a special person with extraordinary abilities. St Kilda Primary School embraces diversity and reflects the multi-cultural, artistic and varying socio economic nature of its local community. Students are provided with a safe, supportive and nurturing environment enabling them to reach their full potential in becoming life-long learners. Teaching and learning programs reflect the holistic needs of students, recognising and catering for different learning styles and celebrating student achievement.

Staff at St Kilda Primary School are committed to developing strong relationships with our students and play an active role in assisting them to be responsible and active members of their community. We believe that this is best achieved through strong partnerships between home, school and links with the wider community.

St Kilda Primary School reflects the cultural diversity of our local and, indeed, our Australian community. Through classroom programs children learn to develop an appreciation of different cultures and deepen their understanding of, and respect for, differences through their friendships with other children. We teach our children about our environment, Australia and its past, inclusive of our indigenous people. Children learn about the importance of behaviours that demonstrate acceptance, respect and understanding of all people who inhabit our land and our planet.

Our school's values of: Creativity, Love of Learning, Friendliness, Resilience, Teamwork and Respect underpin the behaviours that are positively promoted and explicitly taught at St Kilda Primary School. These values are even more relevant today as we prepare our children for their future. Empathy, problem solving, grit and open mind sets are all supported by the work we do at school every day. We hope that these values are shared in the children's family lives too.

We hope that you will take an active role in the school. You will find that involvement is rewarding to you personally, as well as of great benefit to your child and the whole school. Welcome to our wonderful school!

Sue Higgins
Principal



Ben Pratt
School Council President



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SCHOOL CONTACTS & IMPORTANT DATES FOR 2016

Principal	Ms Sue Higgins
Assistant Principal	Mrs Jo O'Malley
Business Manager	Mrs Ishara Premachandra
Office Administrator	Mrs Mary Lister

CONTACT INFORMATION

School Address	Brighton Road, St Kilda 3182
School Telephone	9534 3993
School Fax	9534 8543
Before and After School Care (Camp Australia)	0423 795 085 /1300 105 343
Email	st.kilda.ps@edumail.vic.gov.au
Website	www.stkildaps.vic.edu.au

SCHOOL HOURS

School Commences	9.00am
Morning Recess	11:00am - 11:30am
Lunch	1.10pm - 2:00pm
Dismissal	3:30pm
(End of Term Dismissal)	2.30pm

2017 TERM DATES: (Children start Tuesday 31st January)

Term 1	31 January	to	31 March
Term 2	18 April	to	30 June
Term 3	17 July	to	22 September
Term 4	9 October	to	22 December

PUBLIC HOLIDAYS:

Term 1	Labour Day	Monday 13 March
Term 2	Easter Monday	Monday 17 April
	ANZAC Day	Tuesday 25 April
	Queen's Birthday	Monday 12 June
Term 4	Melbourne Cup	Tuesday 7 November

SCHOOL MAP



SCHOOL HISTORY

St Kilda Primary School has a long, rich history as an important feature of the St Kilda community. The school was founded in 1875 as Brighton Road State School and at inception had a staff of 12 who, along with Head Master John Hadfield, presided over 600 students. Rapid growth meant that two classrooms were added to the second storey in 1888 to help accommodate 19 teachers and 1,374 pupils, roughly 72 children per teacher! But even with large numbers the school obtained good results and had a grade average of about 90 per cent. The School also hosted the Free Night School, an important community resource which taught over 100 mainly adult students at any one time. In the School foyer you can see an early photograph of the school buildings featuring the Juvenile Drum and Fife Band.

St Kilda Primary School had 'the finest State School Cadet Corps' in the Colony. Students fought in Boer War, and the First and Second World Wars, and the names of those students who did not return can still be found on the Honour Board that graces our Shaiwase Building Hall. The School buildings have also served the community during times of crisis, being used as a hospital in the 1919 influenza epidemic, and as a rehabilitation hospital during the Second World War.

The Shiawase Building was added in the 1930s, the Kelly-Woodford Oval was opened in 1966 and the Sakura Centre was added in 1965. In 2007 additions to the school included verandas and a pergola around the Sakura Centre, a multi purpose room, the installation of water tanks and the gated entrance off Dickens Street. As part of the 'Better Schools Today' program, a gymnasium and general assembly venue was opened in July 2009.

As part of the 'Building the Education Revolution' (BER), the Department of Education and Early Childhood Development (DEECD) constructed a new building 2010-2011 known as the Manabi Centre which is a hub of activity for our wonderful Preps

We have had major refurbishments across the school in recent years including new carpets, painting, new internal stairs, decking, new entrance to Main Building and new roofs across the school.

In 2016 we redeveloped the front of the school into a imaginative playspace. The focus of this space is to encourage the children to interact with nature, explore their limits and exercise their imagination.

Our school has educated many students who went on to become important people in our community, including: Commander-in-Chief of the Military Forces of the Commonwealth, Major-General Sir John Hoad; Governor-General, Sir Zelman Cowan; artist, Sir Sidney Nolan; and Australian test cricketer, Keith Miller and social entrepreneur Elliott Costello. They are wonderful role models to insure our children to become the citizens of the future.

QUICK GUIDE TO ST KILDA PRIMARY SCHOOL

Here is some information to help you settle in.

Information and how to find it:

- Call or email your Class Rep if you have any burning questions that need answered. Your Class Rep is the liaison person between the classroom teacher and the families in the grade. They welcome new families, organise social events and pass on information directly from the teacher and the Principal.
- Talk to your child's classroom teacher; make an appointment to see Sue or Jo (sometimes you can just drop in!)
- If you have a finance matter call in and see Ishara Premachandra (Business Manager)
- If you would like to ask a general question call in and see Mary at the office
- Subscribe to any of the options below to keep up-to-date with what's happening at St Kilda Primary



- Our **website** is full of fantastic information: <http://www.stkildaps.vic.edu.au/>. Follow the link to find out what has been happening at our school this week. Our Principal, Sue Higgins, has a blog as do all the Year Levels and Specialist Team. Please subscribe to all the blogs to get weekly school updates. To find out about all the latest school events please refer to our calendar page. Our upcoming events also feed into the home page and sidebar on other website subpages, so you can keep up-to-date with all that is happening at St Kilda Primary.
- To start receiving St Kilda Primary School news, events, reminders and alerts directly to your smart phone, sign up to be a part of our **Konnective** community. Using the Konnective app, you can add events directly to your phone's calendar and receive important news and alerts (similar to a text message) as soon as they are released. Register to start using Konnective.
- If you're a **Facebook** user LIKE our Parent Facebook page for more news and events as well as fantastic community news and school holiday boredom busters. *Please note:* content posted on this page is from and for St Kilda Primary School parents and guardians and may not reflect the attitudes of the school.

School Hours:

- Classes are held from 9am until 3.30pm. Music plays at 8.55am for 'line up'.
- If your child arrives **after 9.15am** they must sign in at the office.
- If your child is to leave early the parent/guardian must sign them out at the office and take a red slip to the teacher.
- If your child is sick let the office know and submit the reason for your child's absence using the **Sentral Parent Portal on the day after the absence**. You will be provided with details about how to sign up for the portal once your child starts school. You may also give a note to the teacher when your child returns to school.

School Uniform:

- Please send your child to school wearing the school uniform. The school broad brimmed hat is compulsory between 1 September and 31 April, though we encourage children to wear hats all year.
- Lost property is in King's Hall. Check classrooms and the playground as well. All children lose their clothes so don't panic, if you've labelled everything clearly (full name in permanent black marker is the best!) it will eventually return.

Get Involved

Throughout the school year there are many opportunities for you to get involved whether it is through fundraising events, concerts, school council, working bees or classroom help. There are lots of ways that you can get involved so check out the website to find out or contact your Class Rep.

PREP SUPPLEMENT

Starting School for Prep Children

- On the first day of school, **Tuesday 31st January**, all Prep children will meet at the Manabi Centre at **9.00am** and be met by the Prep teachers on their class dot from Day 1, e.g. PT Miss Thoburne, PC Mr Clapham, etc
- Prep children will not attend school on Wednesdays during February
- Prep children will attend school from 9.00am - 3.30pm on Mondays, Tuesdays, Thursdays and Fridays
- **Prep children will attend school 5 days per week commencing 6th March.**
- Your child's teacher will make an appointment with you for a Wednesday in February so that they can identify your child's strengths and future learning goals.

Preparation for School

What is the school entry age?

In Victoria, education is compulsory for children aged between 6 and 16. A child must be 5 years old by 30th April in the year of admission to school. Only the Regional Director can grant early entry exemptions.

The following checklist can help you decide if your child is ready for school:

- a. Socially - can your child do the following?
- listen to teachers, other children
 - do what is asked
 - make his/her needs known
 - share and co-operate
 - know how to take turns
 - cope in the care of other adults
- b. Emotionally - does your child do the following?
- cope with separation from you
 - have self-control
 - have independence
 - have a sense of responsibility
 - have persistence in completing a set task
- c. Physically - can your child do the following?
- take care of his/herself
 - undo a lunchbox
 - unscrew and screw up a drink container
 - drink with a straw
 - manage a drinking tap
 - manage to turn a tap on and off
 - manage a soap dispenser
 - manage independently when going to the toilet
 - manage zips, underwear
 - use a handkerchief or tissue correctly
 - manage packing a school bag
 - manage peeling a banana, orange
 - undo a food packet and manage a juice box
 - apply sunscreen, avoiding eyes
 - dress him/herself
 - put things away after using them
 - recognise his/her name
 - manage his/her own asthma medication



Please contact us if you have any questions regarding your child's readiness for school.

Becoming Familiar with School

As time gets closer to starting school, there are a number of ways you can help your child settle into school happily:

- Have a picnic at the school during the summer break to familiarise your child with the Junior Playground.
- Get to know the school and its routines and expectations.
- Talk about the school day, 'snack' and 'lunch time'.
- Show your child his/her lunch box, drink container.
- Open/unwrap snack and lunch items.
- Discuss and show how their snack is wrapped separately from lunch. Some parents write a big 'S' on their child's snack for a few days.
- Encourage your child to dress and undress themselves (make sure you leave plenty of time!)
- Don't countdown the days: this can cause children to get quite anxious and the first day of school may end up being a bit of an anti-climax!

The First Five Weeks at School

- Show by your word and attitude that you are sure school is a happy place. Help your child to develop positive feelings about going to school.
- When you arrive at school, take your child to the classroom where a name badge will be ready for your child to wear. Name badges help teachers to quickly identify the children and are

usually worn for the first few weeks. Please make sure your child's name badge is left in the classroom at the end of the day.

- In the mornings music begins at 8.55am, which is a sign for all children to go to line, and the bell rings at 9.00am. There will be a dot with your child's class name painted on it, e.g. PC for Prep C with Mr Clapham. Help your child find their dot when the music starts, give them a hug and encourage them to go into class independently. It is important that your child begins to manage their belongings themselves as early as possible as this gives them increased confidence in managing their day.
- Encourage your child to play on the equipment in the Junior Playground or the Enchanted Garden (front of school). This helps them to settle in and have fun at the start of the day. If it is raining all the children may go straight to the Manabi Centre from 8.45am.
- Making sure you stay connected to school:

What do I want to know?	How do I find out?
What's learning is happening in the classroom?	Subscribe to the Prep Year Level Blog and the Specialist Blog on the school website. Scroll to the bottom of the page and follow the links.
How do I find out about what my child is learning?	Your child's teacher will give you a unique log in to Seesaw where you will find your child's digital portfolio. Through this portfolio we will all be able to share the learning journey of your child at SKPS and work together to support them in achieving their goals.
What's been happening in school?	Subscribe to Sue's News on the school website to have all the news sent directly to your inbox.
How do I know what events are happening in school, eg swimming, dress up days, reminders, etc?	Download the Konnective app onto your smart phone and event dates and reminders will come straight to you. You will be a bee to add the dates to the calendar on your phone.
How do I let the teacher know why my child is away?	Write a note or enter the reason through the Parent Portal. You will get the registration and log in details during Term 1 (or soon after your child starts at school)
How do I book an appointment time for the Meet the Teacher Meetings in Feb/March and the Parent-Teacher Interviews in June?	You can do this through the parent Portal. You will be told when the Portal is open for bookings through Konnective.
How do I find out about volunteering to help on an excursion?	Make sure you have given your Class Rep your email address. The Class Reps support the classroom teacher in finding volunteers to help with various events, eg excursions, swimming, etc (please make sure you have a Working With Children Check and that you have registered the card at the Office)

Leaving Your Child on the First Day

Smile, cheerfully say 'Goodbye' and 'Have a great day, I'll see you this afternoon', **and leave straight away**. Please tell your child beforehand that this will happen. Your child may shed a tear, but will very quickly become absorbed in classroom activities. You may shed a tear too! Sue and Jo would love to have a coffee with you in the staffroom (Main Building) if you feel the need.

Collecting Children after School

Please collect your child promptly from the classroom at 3.30pm. Your child will be tired and may not feel like talking about school. This is very natural! Don't feel upset if you ask your child 'What did you do at school today?' and he/she says 'Nothing!' Your child will tell you about his/her day when they are ready. Also check out the Prep Blog to see what is happening at school to help you prompt a conversation!

Toilet Routine

Preps are taken to the toilet at frequent intervals during the first few days. As they become used to the routine, they are then permitted to go during school time but they must always go with a partner for safety. Manabi Centre toilets are inside. At snack and lunch they use the outside Junior Toilets (they will be shown where these are on the first day)

- Try to establish a home routine for the main toilet visit for the day.
- Remind your child to go to the toilet at recess or lunchtime. The teacher also reminds them. Washing hands after the toilet is always emphasized.
- In the event of 'an accident' parents will be notified immediately to bring a change of clothes or to take your child home.
- Pack a change of clothing in your child's bag.

PREP TRANSITION

Children enrolled at St Kilda Primary School take part in five transition sessions during October and November. Children are engaged in a range of activities during their orientation and have the opportunity to develop their social skills.

Transition is an important time for your child to become familiar with the school and its routines. It is important that you leave your child during these sessions. We find that a quick goodbye and reassurance that you will be back at the end of the session is most effective. If your child seems upset they will usually settle quickly after you have left (don't worry, our teachers are trained to deal with this and will talk to you if they have any concerns).

Buddy System

Prep and Year 5 children are involved in regular cross age activities to support their learning and their happy transition into school life. You may even see some of 2017 Year 5 children during the Transition Program.

Regular Attendance

Regular, punctual attendance is vital. The teachers are aware of your child's needs and will contact you if they feel your child needs to go home at any time.

The only reason your child should be absent from school is illness and appointments such as dentist, doctor etc. that are unable to be made outside of school hours. Other important family events take place and we understand this, so please communicate with your child's class teacher about these absences.

If your child is absent for more than 3 consecutive days, and you haven't notified the school, your child's teacher will contact you.



You can enter their absence reason through the Parent Portal or send a written note when your child returns after an absence. You will be given details about how to register once your child has started school. A verbal explanation is not sufficient. If your child arrives late at school in the morning (after 9.15am) or is being collected from school before 3.30pm dismissal please sign the register book at the Office.



GENERAL INFORMATION

Starting at St Kilda Primary for all new students

Contact Phone Numbers

It is vitally important that we have at least one or two contact people we can phone if an emergency arises. These people must be available to collect your child immediately from school. **Please ensure that the Office is notified of any changes in phone numbers or contact details.**

Immunisation Status Certificate

It is a requirement that parents provide an *Immunisation Status Certificate*, which can be obtained on line through Medicare Australia. We also require a certified *Birth Certificate* upon enrolment.

Notices Sent Home

As part of our commitment to being a more sustainable school, there are very few paper notices sent home. The Konnective app is the way you will find out about what is happening school, special events related to your child/ren's year level. Konnective allows you to add events straight to your calendar on your phone or computer and will also remind you about these events approximately 2 weeks in advance. Please check the school website for details. You may be contacted by your Class Representative if extra volunteers are needed for excursions or other events. Your Class Rep will be contacting you at the beginning of the year for your email and phone details so that you can be included in a distribution list.

Photographs and movies

School photographs and movies will be taken to celebrate achievements, special events, etc and are often used for school and DET publications, eg parent information booklet, website, etc. Please make sure you indicate clearly on your enrolment form if you do not want your child's photo used for this purpose. In line with our Privacy Policy, children will only be identified by their first name.

An official photographer will come on **Wednesday 15th March (P-2) and Thursday 16th March (3-6 and Family Photos) in 2017** to take both individual and class photographs. Family grouping photos are taken if requested (you will need to come to the Office to collect the Family Portrait forms). Watch out for these forms coming home in your child's bag.

Questionnaires/Surveys

Children occasionally bring home questionnaires and/or surveys, eg the Parent Opinion Survey required by the Department, to be completed by parents and returned to school by a specified date. Your involvement in these matters is vital in helping make decisions at school and your cooperation is always appreciated. We may also send out school generated surveys throughout the year.

GETTING TO AND FROM SCHOOL

Bicycles

Riding bikes to school is a terrific way to become fit and healthy. SKPS actively encourages students and families to use healthy, safe and sustainable modes of transport to travel to and from school. These include public transport, walking, cycling, or travelling via scooter or skateboard – all of which help take pressure off the limited parking facilities around the school and help the school meet its commitment to sustainability. All students and families are expected to comply with all road rules

when travelling to and from school. This includes using designated road crossings, obeying parking and other road rules and wearing a properly fitted helmet when riding a bicycle, scooter or skateboard.

Road Safety

There are school crossings in Chapel Street and Brighton Road, near the school gates, supervised from 8:15am to 9:00am in the mornings and from 3:15pm to 4:00pm in the afternoons. Students and parents are encouraged to safely cross at these crossings. Please be aware of parking restrictions in the area and please be mindful when dropping off and collecting your child for their safety and the safety of others; *please avoid double-parking or parking in designated 'keep clear' zones on Dickens and Chapel Streets. There is no parking available on the school site at any time*

Yard Supervision

Students will be supervised by staff in the playground at the following times:

- | | | | |
|-----------------|---------|----|---------|
| ▪ Before school | 8:45am | to | 9:00am |
| ▪ Recess | 11:00am | to | 11:30am |
| ▪ Lunchtime | 1:10pm | to | 2:00pm |
| ▪ After school | 3:30pm | to | 3:45pm |

It is unsafe for your child to be at school outside the supervised times (8.45 am - 4.45pm). If it is necessary for your child to be at school outside supervised times, your child will be taken to Before and After School Care (BASC).

Please note: On the last day of each term, the school day finishes at 2:30pm. Yard supervision takes place from 2:30 until 2:45pm. Children not collected by 2.45pm will be taken to Before and After School Care in King's Hall.

Dogs at school

Dogs are important to many of our families at SKPS. We do allow families to bring their dogs to the school at the beginning and end of each day **but they must be tied up to the inside of the fence only.** Only an adult can hold the lead while inside the school grounds.

Punctuality

Good social habits should be established as soon as possible, and we ask that you make every attempt to be punctual at all times. Arriving on time for school is important for a number of reasons. Lateness:

- unsettles your child and affects your child's ability to settle in, make friends and organise their day
- disrupts other students who are engaged in their own learning
- results in children missing out on important organisational information given at the beginning of each day
- means your child is missing out on educational programs
- makes starting the day difficult for your child's teacher

Arrival and Collection Times for children

It is important that your child is at school by 8.50am ready to begin school at 9.00am. If your child arrives late to school (after 9.15am) they are to go to the Main Office to fill in the Late Arrival Register. Please meet your child promptly at 3.30pm when school finishes if you are collecting them.

If it is necessary to collect your child from school at any time during the day prior to 3.30pm you are required to sign the Early Dismissal Register at the Main Office prior to collecting your child. You will be handed an Early Dismissal Slip to give to your child's teacher.

Children can **ONLY** be collected by another child's parent if a signed letter of approval is provided by the child's parent and handed to the Office Staff.



Absences

When your child returns to school following an absence, parents are required to enter their absence reason through the Sentral Parent Portal (you will be provided with details about how to register after your child has started school.) You may send a dated written note explaining your child's absence to the teacher. If your child will be away for an extended time, you are welcome to see the teacher regarding work requirements. Unless your child is ill, they are expected to attend school.

Assembly

A whole school assembly is held each **Monday** at approx. 3.10pm in front of the podium, weather permitting (on wet/hot days assemblies are held over the public address system in classrooms). Parents are always welcome at assembly, which is led by our student leaders. Each week a class leads the National Anthem and presents an assembly item. You can find out when your child's class has assembly by looking on the school website calendar or the information will come directly to your phone via Konnective

UNIFORM & SCHOOL SUPPLIES

The St Kilda Primary School uniform is a formal requirement and consists of the following:

- Red/White gingham dress
- Red long sleeved polo top with embroidered logo
- Red short sleeved polo top with embroidered logo
- Black cargo pants - long
- Black cargo pants - short
- Broad brimmed safety slouch hat with school logo
- Explorer school bag
- Red polar fleece vest with black logo
- Red bomber jacket with logo
- Winter tunic
- Mesh sports shorts
- Bootleg pants (Girls)
- Black fleecy tracksuit pants
- Shoes should be non-slip with enclosed toes and must be worn at all times whilst outdoors. Thongs are not allowed.
- Jewellery will be subject to safety considerations at all times and is not permitted at school on sports days. The school accepts NO responsibility for loss of jewellery items.
- Art smocks are provided in the Art room.



Uniforms are able to be purchased online at www.aplusschoolwear.com.au. Using this method you have the choice of having uniform items delivered directly to your home for an additional cost (approx \$12.50) or delivered to school (days to be determined) for no extra charge. You can also pick your order up directly from the A Plus Shop in Coburg North.

Alternatively you can download the uniform order form from the website and drop it into school. The school will fax your order through to the company and it will be delivered to school. It may take up to a week for you to receive your order if you use this method. If you would like to try on any sizes before you buy Mary has the complete range in the office

A Swap Shop operates as well. Check with the office to find out location and open days/times.

Labelling

All removable clothing, lunchboxes, containers, bags and water bottles must be clearly marked with your child's full name, not initials. Iron-on labels, permanent marker and laundry pens are best. A few minutes spent in marking your child's belongings will save worry and expense.

St Kilda Primary School is a Sun Smart School

- Hats are compulsory for all children when outdoors from 1 September to 30 April. Our own red broad brimmed sun-smart hat, which must be clearly named.
- Caps are not permitted as they do not offer enough protection from the sun.
- From 1 September to 30 April children are expected to have their own 30+ sunscreen at school and to apply it at the beginning of lunchtime to the face, ears, back of hands, back of neck, legs



(especially behind the knees and forearms). Teachers are not permitted to apply sunscreen for legal reasons. We request that zinc and coloured lotions not be used. Children at risk from sun exposure will be directed under shelter or into the shade.

Lost Property

Did your child come home without a windcheater, jumper, lunchbox, socks? If your child has lost any belongings, please check the Lost Property Box in King's Hall. Unclaimed school uniforms are forwarded to the Swap Shop and other items are forwarded to local charities.

Personal Belongings

Occasionally children bring expensive items to school. These can be easily damaged, lost or stolen. We advise children NOT to bring these items to school. Private property brought to school by students is not insured. Neither DE&T nor the school accepts responsibility for any loss.

Mobile phones brought to school will be collected by the classroom teacher and locked away securely for the day. It remains the family's responsibility at all times, even when on school property.

Tissues

Parents are requested to provide a box of tissues per term for your child's class. Please try to purchase tissues made from recycled paper whenever possible.

School fees

The 2017 compulsory school charge helps support the costs of running classroom programs, and specialist programs.

Parents are asked to pay fees as soon as possible preferably via BPay or QkR but it is possible to pay using cash, EFTPOS or credit card at the Business Manager's Office.

Stationery items will be distributed to all children by their classroom teacher on their first day at school and replenished as required.

We are constantly working to improve the school environment for our children to ensure that they have the best opportunities for learning. Your donations to the Library and Building Fund have contributed to the cost of recent classroom refurbishments (painting, carpeting, air conditioning etc) and ensuring our library has a wide range of books and digital technologies, e.g. laptops and iPads. These donations are also tax deductible.

Donations to the school Masterplan Fund have supported the re-establishment of our Productive Garden and a covered stage area (called 'The Arbour'). The funds also helped us develop the front garden area into an imaginative, natural play space.

The Welfare Fund donations support our families and ensure no children miss out on any educational opportunity, e.g. attending excursions, camps and the Bring Your Own Device Program for Year 5 and 6 students. The fund also allows us to employ a Welfare Coordinator who works with those families who need particular support.

Our school is committed to providing the best support we can for our families and we are always grateful to all our families who donate so generously to this fund each year.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply for the \$125 Camps, Sport and Excursions and Fund (CSEF). If you think you might be eligible please see the Business Manager for more information.



SCHOOL VALUES

Our School's values are: Respect, Friendliness, Creativity, Teamwork, Resilience and Love of Learning.

STUDENT ENGAGEMENT AND INCLUSION POLICY (SEIP)

Our SEIP has clear statements around the rights and responsibilities of all members of our community: students, parents, caregivers and all staff. We believe we are a vibrant and caring community which respects the opinions of others and encourages the creation of a positive nurturing environment for all members of our community.

A Student Support Program operates across the whole school to support all students and their families as efficiently and effectively as possible. The Principal works with the school's Student Welfare Coordinator and convenes the Student Support Group meetings, which are held regularly. Staff meet on a regular basis with the Welfare Team to discuss the individual needs of children within each class, and will inform the Principal of any welfare or well-being issues.

CHILD SAFE STANDARDS

St Kilda Primary School is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, there is a new regulatory landscape (Ministerial Order No. 870) surrounding child safety, underpinned by new Child Safe Standards. This order came into operation on the 1st of August 2016.

In response to this legislation the St Kilda Primary School Welfare Team, Leadership Team, staff and School Council have completed the annual review of the Student Engagement and Inclusion Policy and included our Statement of Commitment to Child Safety and our SKPS Code of Conduct within this document. All these documents are available on the school website. The DE&T Parents Protecting Children from Abuse handout can be found on the school website.

SCHOOL RULES

Each year Classroom Management Plans are negotiated with the children in February, through our whole school Quality Beginning Program. Once rules and consequences have been established they are published and displayed prominently in each classroom and specialist area. Each teacher works with their students to negotiate classroom rules and consequences.

Across the school we ask children to follow two simple rules:

- Always follow instructions
- Keep your hands and feet to yourself

If children find it challenging to follow these rules, a member of the School Leadership Team will support the teachers to deal with these issues effectively and sensitively. The focus is always on encouraging the children to see how their actions affect others and considering the school values to monitor their thinking and change their behaviour in the future. We work closely with teachers and parents to support children in developing the skills we believe are important for their future: empathy, team work, resilience (grit), awareness of other cultures and respect for all.

There is Zero Tolerance of bullying at SKPS – please refer to the school’s Student Engagement and Inclusion Policy on the website for more details.



Rights and responsibilities of students

Students at St Kilda Primary School have the **right** to:

Creativity

Be able to use their imagination to explore different ideas and to create, make and build new things where they are respected as an individual.

Teamwork

Work together by including everyone and listening to everyone’s ideas with respect.

Resilience

Try their best and have a positive attitude when something doesn’t go their way.

Respect

Have their opinions and belongings respected by others.

Friendliness

Expect everyone to be helpful and thoughtful to everyone at our school no matter their differences.

Love of learning

Feel confident about how and what they are learning and to explore and learn new things.

Students at St Kilda Primary School have the **responsibility** to:

Creativity

Think outside the box and try to think of all the possibilities whatever they are doing at school.

Teamwork

Respect everyone’s ideas and different ways of doing things. They will try and help each other in all the different ways that they have to work as a team at school.

Resilience

Try their best. To know when to ignore some things and not let themselves down when things get tough.

Respect

Include everyone and have a good attitude towards all members of our school community which includes other students, teachers and other grown ups who we meet inside and outside our school grounds.

Friendliness

Be friendly and inclusive of all people they meet. To make sure that they help people when they are new to our school and anyone who is hurt or upset.

Love of learning

Share what they have learnt and to make sure that they have a good attitude to learning. They also have the responsibility to love the fact that they are learning new things and try to the best of their ability. Be positive and seek support when needed.

FOOD AT SCHOOL: SKPS AIMS TO BE A NUT FREE SCHOOL!

Schools play a vital role in educating children in healthy eating behaviours and parents play a vital role in providing their children with a healthy and balanced food for snack and lunch. We believe school age is the perfect time for children to learn and establish healthy eating behaviours.

Teachers incorporate appropriate ongoing and educational activities to promote and raise interest in healthy eating. Please do not send any nuts or nut based foods, such as peanut butter, into school as we do have a number of children with life threatening allergies to these foods.

We aim to be a rubbish free school and students are requested to bring their lunch and snacks in containers to reduce rubbish at school.

Brain food: Students can also bring 'brain food' each day to eat during the morning before snack. We ask that brain food is a piece of fruit or vegetable (may or may not be cut up).

Snack: Morning recess begins at 11.00am (10.30am for children in P and Y1). We suggest you provide a healthy snack such as a small piece of fruit, cheese, carrot, or yoghurt. In hot weather a frozen drink or bottled water is a good idea too.

Drinks: Drinks of any kind in cans or glass containers are NOT permitted at school. We would appreciate your cooperation in observing this rule. We suggest a clearly labelled plastic bottle that can be taken home daily and refilled. Please use a permanent marker pen so your child's name will not wash off. Water bottles are encouraged in classrooms, especially during hot weather. No cordial or soft drinks please.

Lunch: Lunch is eaten under supervision of the class teacher (a little earlier for Preps at the beginning of the year). Please keep your child's lunch simple and small. Our experience shows that many little children have difficulty eating a big lunch. Teachers try to make sure that any food not eaten is returned home so that parents can gauge the correct amount needed. When finished, children play in the playground. On wet days or extremely hot days classes remain inside and a staff duty roster is implemented.

Lunch Orders

We currently have a limited lunch order facility at school. **It is possible to order delicious healthy rolls and sandwiches from Beaver's Tail Social Club.** On Wednesdays you can also order sushi. If you would like to order for the whole term please go to the Beaver's Tail website to find out more. They also have Superfamous Sausage Roll Fridays with 50 cents coming to the school for each sausage roll sold! Orders must be placed online or orders will be received by the office at 3.45pm the day before. You can order online until 5pm at www.beaverstail.net.au

We prefer that Preps do not have a lunch order until the beginning of Term 2 as children feel more comfortable learning to manage the class lunch routine if they bring a lunch from home.

Rubbish

To reduce the amount of rubbish in the school yard, we ask that children bring minimal packaged food to school. We are committed to Nude Food, which means that food comes to school in reusable containers (clearly labelled with your child's name, of course!). The best type of snack food is something that can be eaten and carried easily. Each class has a tub where the containers go once the children have finished eating. Across the school, classrooms have paper recycling bins, mixed recycling bins and landfill bins. We are currently trialling a composting program and hope to roll that across the school in 2017.



EXCURSIONS/INCURSIONS

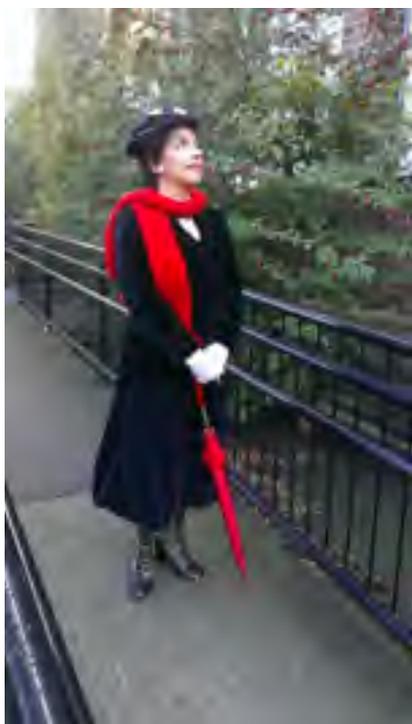
St Kilda Primary School will hold a number of excursions/incursions to enrich your child's education through real life experiences. These activities are designed to stimulate and motivate learning, to provide experiences not readily available, to help children understand the relevance of curriculum to the wider community and to develop social skills in a real life setting. All children are expected to participate in school activities.

A Semester Activities Charge will be sent out twice a year detailing the activities and costs that your child will be involved in. Swimming charges are generally included in this charge if possible; camps are charged separately and have their own permission and medical forms. It is a legal requirement that a parent sign the indemnity form before we can take the child out of the school.

If your child does not bring the signed form to school he/she cannot be taken on the excursions or take part in the activities. Please read the notices carefully and return the form and payment by the due date. There are a number of ways you can pay: cash or cheque at the Office, BPay (details are provided on your statement from school) or download the QkR app. Please note that camps will be charged separately and payment plans are available for families for these larger expenses.

Money Forwarded to School for School Activities

When money is forwarded to school for camps or other activities please place the correct amount inside a sealed envelope. Clearly write on the envelope your child's name, grade, teacher's name and the activity. Please attach the signed permission form to the outside of the envelope. We do prefer families to pay using BPay or QkR if possible. When you receive your school statement you will find all the details you require to either BPay or pay directly using a bank transfer deposit.



SCHOOL PROCEDURES

Contact Phone Numbers

It is vitally important that we have at least one or two contact people we can phone if an emergency arises. These people must be available to collect your child immediately from school. **Please ensure that the Office is notified of any changes in phone numbers or contact details.**

School House System

The school has a House System for sport and whole school activities:

Carlisle - Yellow	Dickens - Red
Chapel - Green	Brighton - Blue

Children are informed of which house they are in when they join the school.

Wet Days and Days of Extreme Heat

On wet days and extremely hot days children are supervised in classrooms during lunch and recess

Curriculum Days

Children do not come to school on Curriculum Days, which are used for staff professional development and training. On these days teachers participate in activities related to our School Strategic Plan/Annual Implementation Plan. The 2018 Curriculum days will be announced on the website before the end of 2017 and will be entered on to the website calendar.

School Banking

During Term 1 2017, you will be able to find out more about school banking. We will be running an information session for any parents interested in their child having a Dollarmite Account, through the Commonwealth Bank. If you would like more information or you are interested in volunteering to run the School Banking Program please let Mary know at the Office.

Class Structures



Classes are organised from year to year based on the school's Student Resource Package. This document is provided by the Department of Education and Training (DE&T) after projected numbers are forwarded by the school. Decisions about staff allocations to classes are based on many factors and are made in consultation with the staff. The Principal makes the final decision regarding all staffing matters.

Casual Relief Teachers

When your child's teacher is absent the school may employ a casual relief teacher (CRT). Generally, the school attempts to employ a casual relief teacher who is well known to the children and who has a good understanding of the school's philosophy and

procedures. There may be occasions where your child's class is split. In this case split lists are given to the Office so that we know where all the children are located and children provided with appropriate work that supports the classroom program.

Transfers

Parents wishing to transfer their child to another school should notify the Principal in writing. The school will arrange the necessary transfer procedures and forward information onto the new school. Parents must settle all accounts and return library books and other materials such as musical instruments to the school prior to departure.

COMMUNICATION BETWEEN PARENTS AND STAFF

If you have any concerns/questions about your child, please arrange to talk to your child's teacher. It is natural to have questions about your child's routine and school processes. Teachers are not able to talk with you while they have students with them. The needs of your child and the other children in the class must come first during the school day.

If you would like to meet with your child's teacher:

Step 1 Ask the teacher if you can arrange a time that is suitable to you both for a meeting. This could be done before school or after school. If you are working, you may like to forward a note, leave a voicemail message or leave a message at the Office for the class teacher to return your call so that you can make arrangements to meet. Individual teachers are not expected to meet with parents in the evenings.

Step 2 Inform the teacher about the nature of your inquiry. Teachers care about your child and want to know if there are any issues which may have arisen.

Step 3 Try to focus on the positives. Staff welcome your feedback about the good things they are doing and there are many! A positive outcome for all involved will occur if each party is willing to listen to the other's view and all work towards finding a solution that is in the best interests of your child.



Sometimes there are matters, which parents feel that they would like to discuss with the Principal. Matters may involve family, health, finance and other personal issues. To speak with the Principal please contact the Main Office to make an appointment and, if appropriate, inform the Main Office staff of the nature of your concern/query.

STAYING CONNECTED

The school website, www.stkildaps.vic.edu.au is the place to go for information and details about what is happening at SKPS. You can call or email your Class Rep if you have any burning questions that need answered. If you have a finance matter call in and see Ishara Premachandra (Business Manager).

Other choices are:

- Join the mailing list (you can find the link at the bottom of the page on the school website) and we will send a summary e-newsletter with links to latest News and Events at St Kilda Primary School straight to your inbox. This also includes a link to Sue's News – the weekly blog post from the Principal.
- Events calendar allows you to see the latest school events. Our upcoming events also feed into the home page and sidebar on other website subpages, so you can keep up-to-date with all that is happening at St Kilda Primary.
- Each year level has a Year Level Blog page where parents, students and friends can keep posted about all the learning that is going on in that year level. You can subscribe to updates from individual blogs on the class page. The Specialist teachers also have a blog that you may like subscribe to and see what is happening in Visual Art, Performing Arts, PE or Japanese.
- If you are a Facebook user LIKE our Facebook page for more news and events as well as fantastic community news and school holiday boredom busters. **PLEASE NOTE:** content on this page is from and for St Kilda Primary School parents and guardians and may not reflect the attitudes of the school. St Kilda Primary School reminds all parents that children are recommended/expected to be over 13 years of age before opening their own Facebook account and accessing this site.
- To start receiving St Kilda Primary School news, events, reminders and alerts directly to your smart phone, sign up to be part of our **Konnective** community. Using the Konnective app, you can add events directly to your phone's calendar and receive important news and alerts as soon as they are released.

Notices Sent Home

Teachers ensure that any notices are given to the children to bring home and it is important to check your child's bag each night so that important information is not missed. As part of our effort to become more sustainable we are aiming to reduce the number of notices being sent home. Most notices can be found on the Forms page of our school website or they may be sent to you via a Konnective message direct to your phone.

REPORTING TO PARENTS

Parent/Teacher Interviews

Meet the Teacher Meetings, are held in Term 1 where parents are provided with the opportunity to discuss your child's particular strengths and areas for growth and provide some details about your child's interests and hobbies at home. Parent/Teacher Interviews are held again in June/July. This is an opportunity to discuss student progress. Parents are able to request further interviews in December.

Meetings between parents and teachers are organised by mutual consent when required.

Student Reports/Portfolios

Reports/portfolios are issued twice a year: a mid-year progress report is sent home in June/July and final reports/portfolios in December.

A Curriculum Information Evening occurs in Term 1. The purpose is for teachers to share curriculum outlines with parents and to provide parents with the opportunity to enquire about school programs.

BEFORE AND AFTER SCHOOL CARE & EMERGENCY CHILDCARE

Before and After School Care (BASC) – Camp Australia

Children must be registered for BASC before using the program. To be eligible for childcare assistance parents need to contact Centrelink prior to registration at BASC. The fee structure is income linked to ensure that all parents can take advantage of the excellent care provided. The contact number is 0423 795 085

Our BASC program operates each school day from:

- 7.00am to 8.45am Breakfast provided

- 3.30pm to 6.00pm Afternoon snack provided

Camp Australia operates a Holiday Club during the term breaks and over the Christmas holiday period. Bookings for the Holiday Club must be made directly with Camp Australia via their online booking system at <http://www.campaustralia.com.au/parents/holiday-club-finder.aspx>.

Emergency Childcare

Emergency Childcare, through Camp Australia, provides safety for your child if you are unable to collect them from school before 3:45pm. There are times when parents are running late due to work commitments, traffic, illness, a communication mix up among carers etc. By being enrolled at our Before and After School Care Program (BASC) you will know that your child is safe until you arrive. In the case of an emergency you can go to the Camp Australia website (www.campaustralia.com.au) and enrol your child or contact the Customer Helpline: 1300 105 343 for support



The school office is unavailable for childcare.

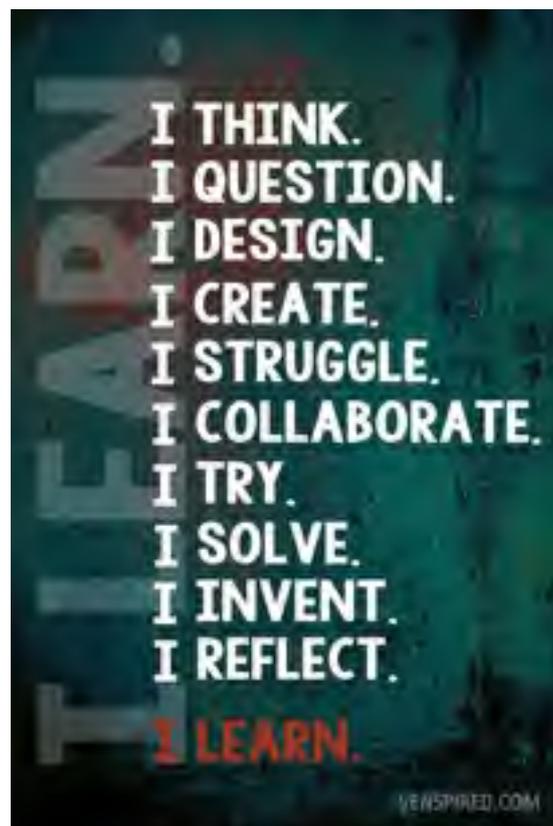
In the event that your child is *not* registered in the BASC program the Principal may be left with the only alternative of taking your child to the St Kilda Police Station.

CURRICULUM

GENERAL CURRICULUM INFORMATION

The comprehensive, quality curriculum at St Kilda Primary is student centred and aims to develop excellence across all curriculum areas. We believe learning is an active partnership between students, parents and staff. We provide a stimulating curriculum that fosters fundamental skill development, independent learning and self-discipline. Students are encouraged to become lifelong learners via meaningful, engaging opportunities to communicate, collaborate, think critically, problem solve and become aware of their role as a global citizen.

The curriculum programs at St Kilda Primary School are based upon Victorian Curriculum (VicCurric). This curriculum describes what is essential for all students to achieve from Years Prep to 10 in Victorian schools. They describe what students should know and be able to do at different stages of learning and provide a clear basis for reporting to parents and for planning programs.



VicCurric is the framework for whole school curriculum planning. The Standards assist schools to make decisions about their curriculum programs and inform approaches to teaching, learning and assessment. The Standards are developed within three core and interrelated strands: Physical, Personal and Social Learning; Discipline-based Learning and Interdisciplinary Learning. These outline the knowledge, skills and behaviours all students should acquire if they are to successfully manage themselves, understand the world and act effectively in that world.

At St Kilda Primary School we believe in putting the students at the centre of all our work. All our staff work to ensure that each child receives the educational experience that will allow them to flourish in whatever path they choose to follow. We are committed to providing our students with the skills and

attitudes that will be needed in their future. We have a strong focus on developing their literacy and numeracy skills as well as deepening their knowledge and understanding of the world around them.

The school is now part of a worldwide research program entitled New Pedagogies for Deep Learning. We are one of 80 schools in Victoria (1000 across the world) who were chosen to take part in identifying the most effective ways that we can support children to become creative, digitally literate citizens of the future. We believe our school values, support the development of these skills. Our focus for 2016 will be to continue to create a learning environment that will encourage the children to develop skills in important areas such as self-organisation, grit, collaboration, communication and awareness of the world around them. They will investigate how to use digital technologies to help them learn and become creators of knowledge rather than just consumers.

How do we work to achieve this

We believe that working as a team is the best way to achieve our school goals and ideals. There are many different teams who work together across our school to support our students and their families.

Leadership team

The Leadership Team comprises of teachers who are regarded as experts in their fields who, along with our Principal and Assistant Principal provide ongoing support for all our teachers. This support is focused on ensuring that our teaching staff feel that they have the knowledge and skills to provide the best learning experience for our students in whatever field of learning they may be working in.

Classroom teachers

Our teachers are provided with regular opportunities to meet together to plan and discuss student learning. This sharing of knowledge and skills allows all teachers to work effectively.

Specialist Program

We have a team of 4 teachers who provide learning opportunities in the areas of Japanese, Performing Arts, Physical Education and Visual Arts. These programs are enhanced by additional events such as Art Show; School Concert and performances (including the State School Spectacular); whole school sports events such as Family Sports Night; Sister School relationship with Ishigase Elementary School in Obu City, Japan which includes a visit from students and representatives from Ishigase one year (next visit 2017) and a School Tour by a small number of Year 6 students from SKPS to Ishigase the following year (next tour 2018).

Digital technology/ eSmart team

Our school has a strong commitment to ensuring our children feel safe and happy at school. We are an accredited eSmart School. Our Student Engagement and Inclusion Policy focuses on the work we do to create an inclusive and supportive environment for our children. The Digital Technology/eSmart Team and the Welfare Team monitor the programs we have in place regarding a safe and secure environment for our community and review our approaches to bullying, cybersafety and attendance.

The team is constantly reviewing the most effective ways we can use digital technology in school to enhance the learning for our children. Teams of teachers have been focusing on the use of iPads at school and in 2015 we introduced the Bring Your Own Device Program for Year 5 and extended the program to Year 6 children in 2016.

We continually develop resources and infrastructure so that teachers can incorporate digital technology effectively and with flexibility. All children have access to an interactive whiteboard which allows the teacher to provide real world, interactive experiences for our children. In 2016, additional iPads were provided in each year level so that our children can work collaboratively to create and explore the world around them.

All students at St Kilda Primary need to abide by the **St Kilda Primary Acceptable Use of Digital Technology Agreement** form. This form must be signed by all students and parents upon enrolment. The understandings underpinning this Agreement form, being safe and responsible behaviour when using ICT, are discussed during the first weeks of school during our Quality Beginning Program and are

further supported by sessions presented by experts from the Allanah and Madeline Foundation.

The importance of cybersmart practices is emphasised throughout the school year. Children are continually reminded of safe practice and consideration of their digital footprint. We run a Parent Cybersafety Information Session at the beginning of each year. This is a very valuable opportunity for the parents to catch up with the current challenges of monitoring children online. Parents of children in Year 5 must attend this session before their children can take part in the Bring Your Own Device Program in 2017.



Some 'Handy Home eSmart Hints' include:

- Ensure the computer your child uses is in a visible area
- Ensure your child does not access social networks where the requirement is for your child to be 13 years of age or older
- Monitor the amount of time your child spends on the computer and encourage them to participate in other activities such as outdoor play, hobbies and face to face play with friends
- Use the privacy and safety settings on your home computer and check them regularly
- Check the age guidelines of any site, app or game your child might want to engage in and be aware if it is a monitored site or has no regulation, e.g. anyone can pretend to be 8 years old and can engage in a direct conversation with your child
- Stay involved in your child's use of new technologies. See for yourself what they are doing and be aware of what they are able to access without your knowledge.

Support programs

Our classroom teaching teams are supported by a flexible range of programs that are determined by the needs of each year level throughout the year.

Welfare program

We believe that education is about considering the whole child. At SKPS we have a strong and committed Welfare Team that works with a range of organisations to provide the necessary support for students and their families. Our Principal and the Welfare Coordinator are very accessible to parents and carers if there is an issue they would like to discuss or feel they need additional support.

Specialist support

Some of our students need additional support from the Program for Students with Disabilities. These students are fortunate enough to have additional support in the form of an Educational Support person who can work with them on a one-to-one basis. In addition some students receive support from specialists such as speech therapists or occupational therapists.

Volunteer program

We have a strong volunteer program at our school. These volunteers come from across the community, eg our families, local community members, local business members, etc who support our teachers and students in a variety of different ways from helping listen to children read, to working with them in the classroom on specific tasks, to attending excursions and special events. From 31st January all volunteers at school will be asked to have a Working With Children Check (volunteer status). These are free and you can find out details about how to apply by clicking the Child safe tab on the school website.

Our families

Our team would be incomplete without our amazing St Kilda parents and carers. These people work very closely with the Principal, the Assistant Principal, the teachers and other members of our school community to support our students in their journey through SKPS. Parents and carers are a vital part of a successful educational experience for all our students. We truly value their passion and commitment to our school and appreciate the many ways they support us and the students. These include helping in classrooms, acting as Class Reps, being a member of School Council, working on School Council Subcommittees, offering up their skills and time for events such as Working Bees, School Fetes, School Concerts and performances, Craft Mamas, Matsuri Day and so much more.

English as an Additional Language (EAL)

English as an Additional Language (EAL) is also a component of English. Children who arrive at school with English as a second language will be supported in their classrooms

Sustainability

Sustainability is a whole school curriculum focus. Throughout the year children and teachers are focusing on how we can become a more sustainable school and looking at actions we can take. These actions have included investigating sustainable housing in Year 6, setting up a range of action teams in year 5 with the purpose of looking closely at improving our sustainable practices, Year 1 have run a campaign to reduce the amount of plastic bags we use by selling bags they have made from upcycled t-shirts. The money raised from this campaign has been donated to support the penguin colony in ST Kilda. Nature Club runs each week for the Year 3 (2016) children and they have been very active campaigning for the reduction in the number of straws being used in our community.

The School Council Finance and Building, Grounds and Sustainability Subcommittees also have a strong focus on sustainability. Our community has already worked towards re-establishing our Productive Garden, registering for the WaterWise program to monitor our water use and installed LED lighting across the school.

We have a Sustainability Coordinator at school who supports all our classroom programs and also supports us as a school in taking action to be as sustainable as possible. Our work has been recognized for two years in a row when we have been nominated as finalists for the Resourcesmart Waste Primary School of the Year Award.

We actively encourage the recycling across the community and a Recycling Depot is situated in the Main Office where families can recycle soft plastics, printer cartridges, mobile phones and batteries. Our water tanks provide water for our toilets and oval.

SPECIALIST PROGRAMS

Physical Education

The Physical Education Program is a comprehensive physical skill development and fitness program.

An intensive swimming program for all children during the year in two week blocks.

Students in Years 3-6 participate in several Gala Days each year that focus on specific sports i.e. soccer, netball, basketball and AFL. Prior to Gala Days, sports clinics are held to develop skills in the targeted sports.

Other activities include:

- A family sports event is organised by House Captains and Vice Captains in Term 1
- Tennis coaching is offered before and after school
- Netball and basketball teams coached out of school hours by a dedicated group of parents
- If you would like to know more about the clubs and activities that are happening both in school and after school then please go to the school website for more details

Over the past few years a number of our senior students have gone on to represent the school at Regional and State levels in swimming, cross country and athletics.

Camps

The Year 6 children attend a five day Canberra Camp at the beginning of each year which has a focus on government. We offer an annual four day camp at the Lady Northcote Camp (Bacchus Marsh) for Year 5 students that incorporates a visit Sovereign Hill. Year 4 attend a three day camp at Camp Manyung, Mt Eliza.

Languages Other Than English - Japanese

All students from Prep to Year 6 learn Japanese. Along with reading and writing Japanese scripts, children learn vocabulary and conversations based around topics such as family, school, animals etc. and are involved in many cultural activities.



To celebrate Japanese culture we have an annual festival day called Matsuri Day. The students participate in many different activities including performances over the day.

We have a sister school relationship with Ishigase Elementary School, in Obu, Japan. In 2016, a small group of Year 5 and 6 students visited Obu along with some of our teachers. In 2017 we are looking forward to Ishigase Elementary visiting our school. This visit usually happens in August and it is a great opportunity for our families to play an active role by offering to be a host family for a child and their parent.

The Arts

The Arts includes Visual and Performing Arts being art, music, drama and dance. In 2016 we held our major school Art Show. This was a wonderful event and a great celebration of the talent of the children at our school. In 2015 we held a wonderful Circus Skills performance for our Prep to Year 2 children. In 2016 we held a concert for children from Year 3-6 called 'Cinderella and Rockerfella' which was a huge hit. As part of the Performing Arts program, a Theatre Sports competition takes place each year, involving students in Years 4, 5 and 6. We regularly participate in the State School Spectacular Program and the Moomba Parade.

Graduation

Graduation includes a formal dinner and graduation ceremony for Year 6 students.

Instrumental Music

Children have the opportunity to learn an instrument of their choice during class time through Music Melodies and Junior Rockers in addition. In 2012 we established an Orchestra Program and our Orchestra has already performed at two whole school assemblies to rapturous applause. These programs do require additional payment.

Student Leadership

Teachers encourage student leadership skills as a way of fostering student self-esteem. Children throughout all year levels are provided with many opportunities to take on leadership roles and responsibilities such as school captains, class monitors, house captains, lunch monitors, student representative council members, peer mediators, garden monitors and conducting whole school assemblies. A dedicated leadership program is taught in Years 5/6.

A Quality Beginning Program

A Quality Beginning Program at St Kilda Primary School was developed by our own teachers especially for our school to instil our values. The program enables a harmonious start to the year and quickly develops a sense of belonging among children to their grade peers, teachers, SKPS and its community.

The program runs over the first 2 weeks of school from Prep to Year 6 and includes:

- identifying student strengths to enhance self-esteem and develop resilience
- developing class Mission and Vision Statements that create a shared understanding of what we value about learning and school

- encouraging students to take responsibility for their learning through goal setting and reflection
- establishing class and learning routines, class meeting procedures and good learning habits.
- cybersafety lessons provided by the Allanah and Madeline Foundation

A Quality Beginning Program is reinforced throughout the year and forms the basis of values based teaching. The program is highly successful and enjoyed by both teachers and students as a quality start to the year!

Student Representative Council (SRC)

Student Representative Council (SRC) is made up of students from Year 1 to Year 6. It provides students with a voice and an opportunity to be leaders and active school citizens; to discuss issues that affect them directly; attend School Council meetings and participate in fundraising activities to create positive change. SRC meetings are held monthly and are run by the SRC Coordinators who agenda and discuss any issues or ideas children have. Students vote on the type of fundraising to be held, what the money will be used for, then organise and run the activities. SRC decisions are entirely the students' own and are based on a majority vote.

At the beginning of Term 1 and Term 3 new SRC representatives are elected for a period of two terms. Students are asked to give a talk to the class about what they would do if they were the SRC representative for their class. A secret ballot is held and the results are collated to see who will be the SRC representative and who will be the Vice representative, with a girl and a boy voted for each role. SRC representatives are identifiable to other students by the badges they wear. A student is able to hold an SRC position once in the junior years and once in the senior years.

HOMEWORK

We are aware that learning happens both inside and outside the classroom. Children have the opportunity to learn about their world from a range of real life experiences.

Parents and caregivers will be informed of the homework expectations each year at the Curriculum Information Night during Term 1. SKPS understands every child is an individual and the relationships, activities and interactions children have outside school with their families, networks and peers are fundamental to their learning journey. The emotional and practical support provided by families in curricular and extra-curricular activities nurtures children's self-perceptions, self-efficacy and learning strategies and helps them to become 'active agents' in their learning life-course.

SKPS aims to support positive home learning experiences via the partnership between home and school and in light of the range of settings in which learning takes place. Homework reflects and reinforces classroom-learning programs in a way that incorporates individual interests and family values. Teachers encourage children to engage with their families in talking about their friends, experiences and interests at school.

We are currently exploring the use of Google Apps for Education (supported by DE&T) as a platform which will allow our children to communicate and work collaboratively both at school and across the internet. These sites are secure and allow the students to learn how be responsible digital citizens as well as develop the skills to be creative and collaborative. Consequently, assignments will be given out and completed on these platforms. We will support those children who do not have access to the internet.



HEALTH & WELLBEING

Student health and wellbeing are fundamental to inclusion in school activities. SKPS provides an environment where staff and students feel respected and their physical and psychological health is supported and promoted. The information below is a brief summary of our policies and guidelines. For more details please go to our school website and click on the policies

tab.

Anaphylaxis

Parents should inform the school as soon as children have been identified as having a risk of an anaphylactic reaction. Individual ASCIA Anaphylaxis Management Action Plans need to be provided by the family (created in consultation with their doctor).

Each year the School Nurse will meet with parents and class teacher to review the ASCIA Anaphylaxis Management Action Plans and ensure they are current and relevant to the child's needs. Children are required to have their medication at school at all times. Medication is kept in the Sick Bay.

Asthma Management

As with anaphylaxis parents should inform school as soon as their child is identified as having a risk of an asthma attack. The Asthma Foundation's Asthma Careplan for Schools should be completed by the student's medical/health practitioner in consultation with the parents/carers. This Plan must be reviewed at the beginning of each school year and a new plan obtained from the medical/health practitioner which will then be forwarded to the school to ensure that appropriate action is taken in the case of an asthma attack.

Parents/carers will meet with the School Nurse to complete the SKPS Asthma Health Support Plan. They are wholly responsible for recording the expiry date of medications placed at school and are responsible for the timely replacement of inhaler medication. The School Nurse will support the parents/carers in this process.

Counselling/Referral Support Services

Our school has access to an educational psychologist and a speech pathologist who work one day per week at our school. Appointments can be made through the Principal or a member of the Welfare Team.

Exclusion of Cases of Illness

As required by the Health Act, and in order to reduce the risk of spreading infectious diseases, children with infectious diseases are excluded from school. A list of infectious diseases and the required minimum exclusion periods are in the back of this booklet.

First Aid

SKPS has a School Nurse who attends to the needs of all children, maintains the Sick Bay (teachers are not allowed to administer medication except in the case of an emergency, e.g. ventolin or epipen) and deals directly with parents in regard to all first aid matters. Parents are notified immediately of more serious injuries or illness. All injuries/treatment are recorded in the First Aid Register. Children are given a Record of Treatment Note to take home if they have visited the sick bay. Parents will be phoned for all injuries to the head.

Health Screening Services

The School Medical Nurse will visit our school to conduct health Prep screening for children. The visits will be based on written information provided by parents.

Illness at school

Children who are ill are best cared for at home. In the interests of the health of children and staff, do not send your child to school if he/she is unwell or has been unwell overnight. Parents will be notified to collect their child immediately if any of the following symptoms are apparent:

- Above normal temperature
- Discharge from eyes or ears



- Stomach pains, vomiting or diarrhoea
- Difficulty in breathing
- Severe headache or earache
- Head injury
- Severe asthma attack

Please note: It is important that parents inform the school immediately of any change of address or phone numbers.

Immunisation Status Certificate

Parents must provide an *Immunisation Status Certificate* on enrolment. This certificate can be obtained from Medicare Australia.

Medical Disability

Please inform the principal if your child suffers from asthma, epilepsy, diabetes, food allergy or other allergies, or any other condition that may require appropriate care at school. An emergency register is kept with action plans for students with special medical needs.

Medication

Before sending medication to school please consider if your child is well enough to return to school or whether it is possible to administer the medication outside school hours. To protect student privacy, confidentiality and safety at all times, all medication must be handed in to the office in a clearly labeled container still in its original prescription container and parents will complete the SKPS Medication Authority Form as to the timing and dosage for the student. These forms will be stored in the Sick Bay in a clearly labeled folder in close proximity to the medication. The administration of all drugs will be recorded in the Medication Administration Log.

The medication is stored in a secure cupboard or the fridge in the Sick Bay. Asthma, anaphylaxis and other medication that is required regularly will be stored in clearly named containers. In the case of diabetes, a school diabetes resource kit will be provided by the parents. The authority to administer any medication (except in the case of an asthma or anaphylaxis emergency) lies with the School Nurse and the Administration Staff, ie office staff, Principal or Assistant Principal. In the case of a medical emergency regarding students with asthma (either diagnosed or not), anaphylaxis (either diagnosed or not) or diabetes, all staff have been trained in this area and will provide the necessary medication to ensure the well being of any student.

ALL PLANS RELATED TO ASTHMA, ANAPHYLAXIS AND DIABETES MUST BE UPDATED AT THE BEGINNING OF EVERY YEAR OR WHEN THE CHILD'S CONDITION CHANGES.

School Injuries and Insurance

DET does not hold accident insurance for school students. Parents and guardians are responsible for paying medical treatment costs for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund. Other insurance cover is available privately. The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, which provide accident insurance policies for students at low cost, though others may also do so.

Sick Bay

It is school procedure to monitor a child for 10-15 minutes in the sick bay if your child is feeling ill. Parents are contacted by phone if their child is not well enough to go back to class after this time. It is not the school's responsibility to care for a sick child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work. If your child attends sickbay for treatment they will bring home a Record of Treatment Note. Should we be unable to contact you or your emergency contact, we will make arrangements for required medical care with the doctor indicated on your enrolment form, or at the Medical One Clinic on Brighton Road or in the case of an emergency an ambulance will be called. Please ensure that your emergency information and other details are kept up to date.

Headlice

Head lice infections are common and create concern for many families. Head lice (pediculosis) are tiny insects that live on the human scalp. They spread by head to head contact and also by the sharing of personal items such as combs, brushes and hats.

Whilst head lice do not carry or transmit disease, they are a cause of head itch and scratching that may lead to infection and therefore need to be controlled.

Parents have the primary responsibility for the detection and treatment of head lice. Schools also have a role in the management of head lice infections and in providing support and information for the school community.

A Head Lice Alert Notice will be sent home to all families of children in the identified classroom notifying them that lice has been detected in the class and requesting that parents inspect and treat their children's hair. A corresponding message will also be sent out via Konnective to the appropriate year level.



It is a requirement 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. Parents/carers need to be aware that one treatment is not sufficient to manage the problem. Parents will be asked to complete a Parent Action Form and ensure this form is returned to the office.



Emergency Management

The school has in place a set of procedures to handle any form of disaster e.g. fire, bomb threat.

The major areas that children are instructed in are:

- the orderly evacuation of the school buildings, school grounds or school site
- the location of the appropriate assembly area
- the need to remain calm under any circumstances

An Emergency Management Coordinator is appointed each year. Evacuations and lockdowns are conducted each term so that the staff and children can familiarise themselves with the procedures required.

Peer Mediation

A number of children in Year 6 have been trained as Peer Mediators, which enables the children to assist with disputes that may arise in the yard. The mediators take the children involved aside listening carefully to what the children have to say to assist them to reach a solution that both parties are happy with. The Peer Mediators are easily identifiable by children in the yard with the bright sash/vest that they wear. Children can confidently approach the Peer Mediators with their problems.

BECOMING INVOLVED IN THE SCHOOL INVOLVEMENT IN YOUR CHILD'S LEARNING

You are invited to participate actively in your child's primary school years. We offer a range of ways for you to be involved:

Class Reps: Parents play a vital role in our school. We are so very lucky to have parents from all walks of life and with so many skills and passions to share with us. Each class has a Class Rep who has volunteered to take on this very important role within our school. Class Reps are here to help new families settle into our school and are the people to go to if you have questions such as: When is the next gala day? What do they need to bring for the excursion? When do they have to wear their hats?

The Class Reps also organise social events for the families in their class during the year and may contact parents if help is needed for various events and excursions.

Class Support: A short parent course is required for parents to assist with numeracy, reading and literacy support within classrooms in the junior area. Parents as Classroom Helpers Programs (one for Literacy and one for Numeracy) are run during Term 1 or early Term 2 each year. A short program called Parents As Tutors gives parents an insight into how children learn to read and write, equipping them with greater confidence in assisting their child at home.

Performing Arts: A major performance for children in Years 3-6 is held biennially, which takes a variety of forms and is a highlight of the school calendar. Parental support for school performances are sought via our range of communication pathways such as Specialist Blogs, Sue's News, Konnective and Class Reps. Our Junior School children (Prep - Year 2) will have a wonderful performance night in 2017 where they highlight the skills they have learnt during the program.

Do You Have a Special Skill or Talent?

Don't be shy! We need you! The children love to have parents assist with classes or demonstrate their skills or talents e.g. parents have worked with our art teacher to conduct a series of workshops. We would love to hear from you if you are involved in entertainment, the arts, environment, marketing, advertising, learning technologies, education, policy development, strategic planning, finance, sport, gardening, or trades such as carpentry, plumbing etc. Please speak to your child's teacher or contact the School Office.

Please note that all volunteers will need a Volunteers Working with Children Check from January 31 2017.



PARENT COMMUNITY AND EVENTS

Volunteering for school committees and events brings you closer to the school and its parent community, is rewarding and has been the basis of many friendships over the years. New parents are always welcome and there are many ways you can get involved.

SCHOOL COUNCIL

The St Kilda Primary School Council consists of elected parent and community members, staff members and the Principal, and manages the school within the Education Act and Regulations set by Department of Education and

Training (DE&T). The School Council, as the official management body of the school, is charged with the responsibility of developing educational policies, maintaining the facilities and grounds, overseeing financial operations and ensuring a quality education for all our students.

School Council elections are held every year, when approximately one half of School Council members retire. Members are voted on to Council for two year terms. Our School Council consists of 12 representatives: Four members are DE&T representatives; six members are parent representatives (no more than one of whom can be a DE&T employee); and two are community representatives. School Council meets about eight times a year, with meetings usually held in the third week of the month.

School Council operates within a subcommittee structure. The subcommittees of School Council are:

- **Fundraising:** Organises social events which raise valuable funds for the school and provide much joy for our parents and students. If you have any ideas for our next great event then jump on board. Your involvement will be warmly welcomed!
- **Policy and Communications:** The focus of this committee is to review and develop policies that ensure a smooth running of the school. The team also monitor and review the current communication streams that we use to communicate to our own community and the broader community.
- **Buildings and Grounds, Sustainability and Masterplan:** If you are passionate about the school's physical environment and reducing our carbon footprint, this committee is for you
- **Finance:** Good organisational and financial skills are always welcome on this committee

Parents do not have to be a member of School Council to be a member of a subcommittee.

School Strategic Plan

Every Government school, both primary and secondary, develops a document called a Strategic Plan in consultation with the school community. This document outlines the school's goals and targets over a four year period. These goals and targets relate to improving the educational outcomes for the children. School progress is reported at the school's Annual Reporting to Parents meeting in March/April.

Parent Led Communication

If you're a Facebook user LIKE our Facebook page for more news and events as well as fantastic community news and school holiday boredom busters.

Working Bees

Working Bees are held once a term, weather permitting. These are a fantastic opportunity to contribute to our school community. These events are held on a Saturday or Sunday. Working bees are usually focused on tidying up our school grounds and some simple maintenance jobs. Keep watching Sue's News, Konnective and the school website for details about when the next Working Bee will be.

TRANSITION PROGRAMS

There are landmark stages in a child's time at school: from Kinder to Prep, from Year 4 to Year 5 and from Year 6 to Year 7.

As a school we are aware of the importance of preparing the children for the next exciting stage in their lives. Our Prep Transition Program runs at the end of the year and provides an opportunity for the children to meet their teachers and make some new friends before they begin their new life at primary school. The program involves 5 sessions at school where they have a chance to become familiar with our beautiful Manabi Centre, get to know the teachers and take part in a number of activities that will help them find out more about school life. There is a Parent Information Session where families can find out more about getting ready for school and the expectations we have here at SKPS. We also have a presentation by Kathy Walker who is a highly respected expert in the area of school readiness.

The move from Year 4 to Year 5 is another important milestone for the children as it is the beginning of many changes in their lives. They begin to become more engaged in social media, their bodies begin to change and they often form friendships during these years that last for a lifetime. Our Year 4/5 Transition Program involves familiarisation sessions where they get to know their peers and the Year 5 teachers. During the program there is also a Preparation for Puberty session for the Year 4 children so they feel well prepared for the changes that will happen to their bodies over the next couple of years. It's a wonderful program and we get very positive feedback from the children.

In Year 5 and 6 the children develop thinking and organisational habits that will support them in a smooth transition to high school. There are opportunities throughout the year to visit local secondary schools and experience life there before they move on to the next stage of their education. From the start of Term 1 each year we run a Drop In Program where the previous year's Year 6 children return as beautiful Year 7 students and catch up with old friends and their teachers. We love to see them and hear all their wonderful news.

While children are at school many families will have contact with head lice. The information contained here will help you treat and control head lice.

Catching head lice

Head lice have been around for many thousands of years. Anyone can get head lice.

Head lice are small, wingless, blood sucking insects. Their colour varies from whitish-brown to reddish-brown. Head lice only survive on humans. If isolated from the head they die very quickly (usually within 24 hours).

People get head lice from direct hair to hair contact with another person who has head lice. This can happen when people play, cuddle or work closely together.

Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They can only crawl.

Finding head lice

Many lice do not cause an itch, so you have to look carefully to find them.

Head lice are found on the hair itself and move to the scalp to feed. They have six legs which end in a claw and they rarely fall from the head. Louse eggs (also called nits) are laid within 1.5 cm of the scalp and are firmly attached to the hair. They resemble dandruff, but can't be brushed off.

Lice can crawl and hide. The easiest and most effective way to find them is to follow these steps:

- Step 1** Comb any type of hair conditioner on to dry, brushed (detangled) hair. This stuns the lice and makes it difficult for them to grip the hair or crawl around.
- Step 2** Now comb sections of the hair with a fine tooth, head lice comb.
- Step 3** Wipe the conditioner from the comb onto a paper towel or tissue.
- Step 4** Look on the tissue and on the comb for lice and eggs.
- Step 5** Repeat the combing for every part of the head at least four or five times.

If lice or eggs are found, the hair should be treated.

If the person has been treated recently and you only find empty hatched eggs, you may not have to treat, as the empty eggs could be from a previous episode.

Treating head lice

Treating head lice involves removing lice and eggs from the hair. There are two ways you can do this:

1. Buying and using a head lice lotion or shampoo, following the instructions on the product
2. Using the conditioner and comb method (described under 'finding head lice') every second day until there have been no live lice found for ten days.

If you choose to use a head lice product always read and follow the instructions provided with the product carefully. The following points may also be helpful:

- Head lice products must be applied to all parts of the hair and scalp.
- No treatment kills all of the eggs so treatment must involve two applications, seven days apart. The first treatment kills all lice; the second treatment kills the lice that may have hatched from eggs not killed by the first treatment.
- Cover the person's eyes while the treatment is being applied. A towel is a good way to do this.
- If you are using a lotion, apply the product to dry hair.
- If you are using a shampoo, wet the hair, but use the least amount of water possible.
- Apply the treatment near the scalp, using an ordinary comb to cover the hair from root to tip. Repeat this several times until all the hair is covered.

There is no need to treat the whole family - unless they also have head lice.

Concentrate on the head - there is no need to clean the house or the classroom.

Only the pillowcase requires washing - either wash it in hot water (at least 60°C) or dry it using a clothes dryer on the hot or warm setting.

Testing resistance

Head lice products belong in one of the following categories depending on the active compound they contain:

- pyrethrins
- synthetic pyrethroids (permethrin, bioallethrin)
- organophosphates (malidison or malathion)
- herbal with or without natural (non-chemical) pyrethrins.

Insecticide resistance is common, so you should test if lice are dead. If they are, treat again in seven days using the same product. If the lice are not dead, the treatment has not worked and the lice may be resistant to the product and all products containing the same active compound. Wash off the product and treat as soon as possible using a product containing a different active compound. If the insecticide has worked, the lice will be dead within 20 minutes.

Any head lice product could cause a reaction and should be used with care by women who are pregnant or breastfeeding, children less than 12 months old and people with allergies, asthma or open wounds on the scalp. If you are unsure, please check with your pharmacist or doctor.

Head lice combs

Combs with long, rounded stainless steel teeth positioned very close together have been shown to be the most effective, however, any head lice comb can be used.

Head lice eggs

Head lice eggs are small (the size of a pinhead) and oval. A live egg will 'pop' when squashed between fingernails.



Dead eggs have crumpled sides and hatched eggs look like tiny boiled eggs with their tops cut off.

Regulations

According to the Public Health and Wellbeing Regulations 2009, children with head lice can be readmitted to school or children's service centres after treatment has commenced.

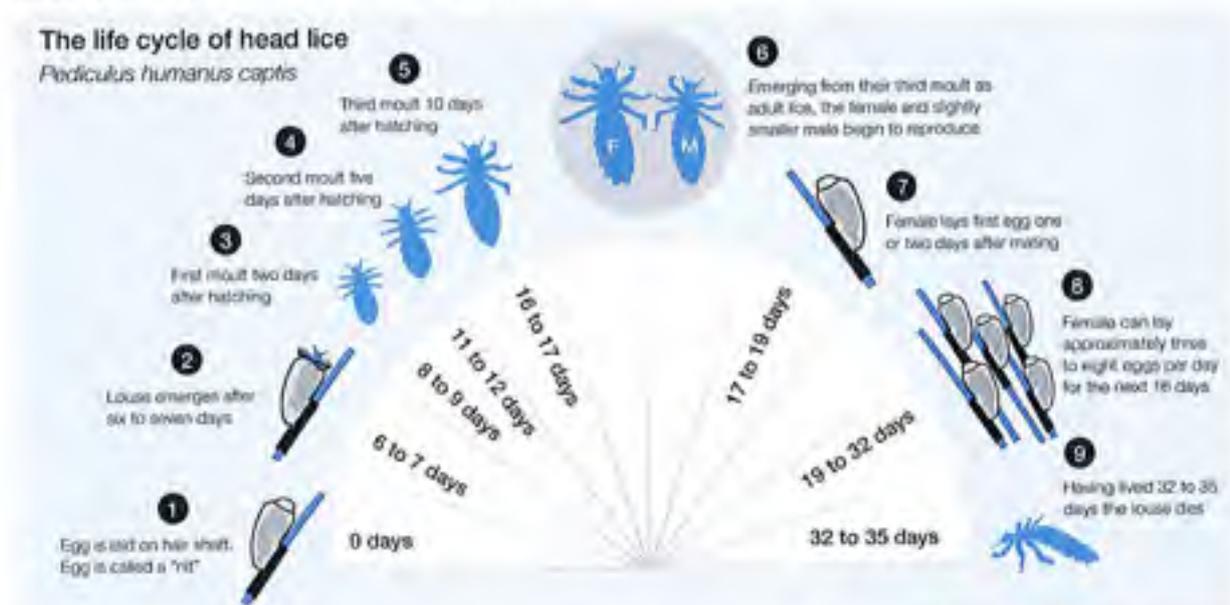
The department recommends a child with head lice can be treated one evening and return to school or children's service centres the next day, even if there are still some eggs present. There is no need to miss school or child care because of head lice.

Preventing head lice

Check your child's head regularly with comb and conditioner. There is no research to prove that chemical or herbal therapies can prevent head lice.

Further information

The following website offers further information:
www.health.vic.gov.au/headlice



The information in this pamphlet is based on the research conducted and written by Associate Professor Rick Speare and the team of researchers at, School of Public Health and Tropical Medicine, James Cook University

Cover concept by students from St Patrick's Primary School, West Geelong. Life cycle diagram courtesy of Nitpickers Old.
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Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

(Public Health and Wellbeing Regulations 2009)



Statutory Rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- (a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- (b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Schedule 7 – Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immunodeficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded

Minimum Period of Exclusion from Primary Schools and Children's Services Centres
for Infectious Diseases Cases and Contacts

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
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 four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit the www.health.vic.gov.au/ideas.

January 2010

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