2014

Parent Information Booklet

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. 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                  Peter Grey
Principal                   School Council President
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SCHOOL CONTACTS & IMPORTANT DATES FOR 2014

Principal  
Ms Sue Higgins

Assistant Principal  
Mrs Jo O’Malley

Business Manager  
Mrs Marie Antica

Office Administrator  
Mrs Mary Lister

CONTACT INFORMATION

School Address  
Brighton Road, St Kilda 3182

School Telephone  
9534 3993 or 9534 4538

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  
1.00pm - 2:00pm

Dismissal  
3:30pm

(End of Term Dismissal)  
2.30pm

2014 TERM DATES: (Children start Wednesday 29th January)

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>Term 1</td>
<td>28 January</td>
<td>4 April</td>
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<td>Term 2</td>
<td>22 April (Tues)</td>
<td>27 June</td>
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<td>Term 3</td>
<td>14 July</td>
<td>19 September</td>
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<td>Term 4</td>
<td>6 October</td>
<td>19 December</td>
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PUBLIC HOLIDAYS:

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<th>Date</th>
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<tr>
<td>Term 1</td>
<td>Labour Day</td>
<td>Monday 10 March</td>
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<td>Term 2</td>
<td>Anzac Day</td>
<td>Friday 25 April</td>
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<td></td>
<td>Queen’s Birthday</td>
<td>Monday 9 June</td>
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<td>Term 4</td>
<td>Melbourne Cup</td>
<td>Tuesday 4 November</td>
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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 Junior 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 Junior Hall was added in the 1930s, the Kelly-Woodford Oval was opened in 1966 and the portable classrooms which are now home to our Real Life Learning Centre were added in 1965. In 2007 additions to the school included verandas and a pergola around the Real Life Learning Centre (RLLC), 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.

Over the past two years we have had major refurbishments across the school including new carpets, painting, new internal stairs, decking, new entrance to Main Building and new roofs across the school.

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. We are confident that present and future students will continue to achieve high levels of success.
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
- 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 Marie Antica
- 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. There are notices, sports news, specialist teachers blogs, forms and much more to be found. Please feel free to subscribe to all the blogs and subscribe to get weekly school updates or 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.
- Subscribe to What’sOn@SKPS: a parent’s quick guide to what’s happening at St Kilda Primary School in the coming week. This is where you will find out about volunteer opportunities and parent related activities. Email parentsclubskps@gmail.com to subscribe
- 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. 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 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 the Junior Hall and King’s hall. Check classrooms and the playground as well. All children lose their clothes so don’t panic, if you’ve labelled everything 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, **Wednesday 29th January**, all Prep children will meet in the Manabi Centre at **9.15am** and be met by the Prep teachers.
- Prep children will attend school from 9.00am - 3.30pm on Mondays, Tuesdays, Thursdays and Fridays until the beginning of March.
- **Prep children will attend school 5 days per week commencing 3rd March.**
- Your child’s teacher will make assessment appointments with you for a Wednesday in February.
- From the first week of March the Preps will attend school Monday to Friday, 9.00am - 3.30pm.

**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 30 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 adventure playground.
- Get to know the school and its routines and expectations.
- Visit the school with your child and make an appointment for a tour.
- Talk about the school day, ‘snack’ and ‘lunch time’.
- Show your child his/her lunch box, drink container.
- opening/unwrapping 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.

**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 is a whole school assembly every Monday morning.
- Encourage your child to play on the equipment in the junior adventure playground. 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 Junior Hall from 8.45am.

**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! The Principal and parents from Parents’ Club would love to have a coffee with you 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. Junior toilets are located inside the junior building.

- 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/ORIENTATION
Children enrolled at St Kilda Primary School take part in five orientation sessions during November and December. Children are engaged in literacy and numeracy based activities during their orientation and have the opportunity to develop their social skills.

Orientation 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
Children in Prep are linked with a senior child, or buddy, in their first week of school. Senior buddies make the transition from Kinder to Primary School more comfortable for the Prep children. Picnics and other special events are organised by the teachers involved throughout the year.

Regular Attendance
Regular 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.

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.

Always send a written note when your child returns after an absence even if you have given a verbal explanation. If your child arrives late at school in the morning 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 and as certified Birth Certificate upon enrolment.
Notices Sent Home
Teachers ensure that all notices are given to the children to bring home and it is good to check your child’s bag each night so that important information is not missed. Teachers will use the Year Level blogs on the school website, www.stkildaps.vic.edu.au to remind you of events and if you have joined Konnective you will also receive messages providing you with any last minute details. You may be contacted by your Class Rep if extra volunteers are needed. Electronic copies of notices will also be available on the website.

Photographs
School photographs are taken during the course of the school year and are often used for school and DEECD publications, eg newsletter, 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. An official photographer comes each year to take both individual and class photographs. Family grouping photos are taken if requested.

Questionnaires/Surveys
Children occasionally bring home questionnaires and/or surveys 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.

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.

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 1:00pm to 2:00pm
- After school 3:30pm to 3:45pm
It is unsafe for your child to be at school outside the supervised times. 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). Yard Duty teachers will direct unaccompanied students to the BASC Program.

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 BASC.

Dogs at school
Dogs are important members of many of our families at SKPS. Due to the risk of dogs being stolen
when tied up outside the school grounds, we do allow families to bring their dogs onto the school at
the beginning and end of each day. It is a requirement that all dogs are controlled by an adult and
kept on a short lead from 8.30am to 4.00pm each school day.

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
- 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) s/he is 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 him/her.
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 front 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.

Absences
When your child returns to school following an absence, parents are required to send a 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 Friday at approx. 3.10pm in front of the podium, weather
permitting (on wet days assemblies are held in King’s Hall or 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.
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.

These items are all available for purchase online. You can organise for your order to be delivered to school free of charge or delivered straight to your home for an additional charge. If you do not have access to a computer at home we can provide you with an order form at the office and we will fax your order through to the uniform supplier for you. 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. The school strongly encourages wearing 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 DEECD 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.

Book Packs
The 2014 compulsory school charge covers: Individual Student Items, Shared Items and the Information Communication Technology (ICT) charge.

Parents are asked to pay fees in December 2014 or on the 2 predetermined dates at the commencement of the school year. In 2014 the dates are the 23rd and 24th of January. Parents with social security cards, including health care cards and pension cards, are eligible for Education Maintenance Allowance. Please ask at the school office for further information. Our lovely Mary will be able to provide any information regarding Book Packs and fees.

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

Education Maintenance Allowance (EMA)
The Education Maintenance Allowance (EMA) helps to cover the costs related to your child’s schooling. The EMA provides families on a low income with financial assistance to support their child’s education up to the age of 16. In 2014, the EMA payments to eligible parents will be:
- $200 for parents of eligible Prep students
- $150 for parents of all other eligible primary school students
The EMA is paid in two instalments annually (70% in March and 30% in August).

In 2014, on the EMA application form you can choose to have your EMA payment;
- Paid by Direct Deposit (Electronic Funds Transfer) into your nominated bank account or
- Paid by Direct Deposit to the school to be held as credit which you can use towards education expenses or
- Paid by cheque which will be posted to the school for collection

The EMA application form includes a section for you to tick which payment option you would prefer. EMA application forms are available from the school website.

Key dates for parents are:
2014 – Instalment One: Eligibility day – 28 January 2014
Parent applications close – 28 February 2014
2014 – Instalment Two: Eligibility day – 14 July 2014
Parent applications close – 1 August 2014

SCHOOL’S MISSION STATEMENT

‘St Kilda Primary School provides exemplary educational opportunities in a stimulating, safe, nurturing environment to instil a love of learning; celebrating effort and achievement in the belief that all students can thrive and lead productive and fulfilling lives.

SCHOOL VALUES

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

STUDENT ENGAGEMENT AND WELLBEING POLICY (SEWBP)

Our SEWBP 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.

SCHOOL RULES

Each year Junior and Senior School Rules 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, consequences and rewards.

There is Zero Tolerance of bullying at SKPS – please refer to the school’s Student Engagement and Wellbeing Policy.

Detentions are automatically given for fighting, bullying, teasing, abusive language, threatening and stealing. Only three detentions are given to any child in one school year. A detention is viewed as a serious consequence. Once a child has received three detentions the child’s parent(s) will meet with the Principal where further action will be discussed and implemented.

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, both within and outside our community.

Resilience
Try their best and have a positive attitude when something doesn’t go our 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 IS 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.

Students are requested to bring their lunch and snacks in containers to reduce rubbish at school.

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

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.

Lunch: Lunch is eaten under supervision of the class teacher (earlier for Preps -12.50pm). 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**
The school offers a three-day-a-week lunch order service provided by the Chapel Lunch Box on Monday, Thursday and Friday. A menu is available at the school office. Lunch orders must be placed in a paper bag. Please clearly write the order, the cost and your child’s name, grade and room number. Please wrap money in a piece of paper or tissue before putting it in the bag as small coins frequently drop out of paper bags and are lost. Lunch orders are collected by teachers and sent to the office for collection at 9.30am. Late orders will not be processed. The school’s procedure is to make a sandwich and provide fruit if orders are late.

<table>
<thead>
<tr>
<th>Example:</th>
<th>Sydney Gelato</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep S – Room 6</td>
<td></td>
</tr>
<tr>
<td>1 cheese sandwich</td>
<td>$2.50</td>
</tr>
<tr>
<td>1 banana</td>
<td>$1.00</td>
</tr>
<tr>
<td>1 fruit box</td>
<td>$2.50</td>
</tr>
<tr>
<td></td>
<td>$6.00 enclosed</td>
</tr>
</tbody>
</table>

Please do not place lunch orders in an envelope. The Chapel Lunch Box will not accept orders made by parents directly at the shop. Children will need a snack provided if they are having a lunch order, as food is only delivered at 1.00pm. 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.

We also offer Sushi every Wednesday. Sushi order forms are distributed each term. This is a term subscription.

**Rubbish**
There are rubbish and recycling bins located across the school grounds to support St Kilda Primary School’s Sustainability Program. In the yard the yellow lidded bin is used for recycling paper and plastics and the green lidded bin is for rubbish going to landfill. Each classroom has a mixed recycling bin and a small landfill bin. To minimise rubbish going to landfill we also ask that students at SKPS bring their lunch and snacks in re-useable containers.
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. The following indemnity clause is included on all excursion forms:
‘In the event of an accident or illness I authorise the teacher in charge of the excursion to consent, where it is impracticable to communicate with me, to the child receiving such medical or surgical treatment as may be deemed necessary.’
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.

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.

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 2014 Curriculum days will be announced on the website before the end of 2013 and will be entered on to the website calendar.

School Banking
Friday is Bank Day for our students. If you are interested in your child having a Dollarmite Account, through the Commonwealth Bank, please see your child’s teacher. If you are interested in volunteering 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 Early Childhood Development (DEECD) 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 displayed in classrooms 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 Office to make an appointment and, if appropriate, inform the Office staff of the nature of your concern/query.

**STAYING CONNECTED**

The school website, [www.stkildaps.vic.edu.au](http://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 Marie Antica. 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 weekly summary e-newsletter with links to latest News and Events at St Kilda Primary School. 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 Class Blog page where parents, students and friends can keep posted about all the activities, events and learning that is going on in that year level. You can subscribe to updates from individual blogs on the class page.
- 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.
- What’s on@SKPS: subscribe to What’s On@SKPS. Emailed on Sundays this is a short list of what is happening in the coming week.
- 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 good to check your child’s bag each night so that important information is not missed.

REPORTING TO PARENTS

Parent/Teacher Interviews
The initial 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 weaknesses 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
Reports are issued twice a year: a mid-year progress report is sent home in June/July and final written reports 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

The City of Port Phillip operates a Holiday Program during the term breaks and over the Christmas holiday period. Bookings for the Holiday Program must be made directly with the City of Port Phillip. Phone: 9209 6427
**Emergency Childcare**
Emergency Childcare provides safety for your child if you are unable to collect your child 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 parents can go to the Camp Australia website (www.campaustralia.com.au) and enrol their 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, and 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, plan, analyse and problem solve.

The curriculum programs at St Kilda Primary School are based upon AusVELS (The Australian Curriculum in Victoria). AusVELS describe 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.

AusVELS is the framework for whole school curriculum planning. The Standards assist schools to make decisions about their curriculum programs and inform approaches to teaching and 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 and their relations with others, 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.

**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 (Literacy, Numeracy and ICT) who, along with our Principal, Assistant Principal and Instructional Practice Coach provide ongoing support for all our teachers. This support is focused on ensuring that all 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. The students have 90min sessions each fortnight which allow our specialist teachers to have quality interactions with all students and to have the time to develop their skills in each of these areas. 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 and a School Tour by a small number of Year 6 students from SKPS to Ishigase the following year.

Support programs
Our classroom teaching teams are supported by a Reading Recovery teacher for Year 1 students; a Maths Intervention Program focusing on the children who need additional support across the school.

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 hear children read, to working with them in the classroom on specific tasks, to attending excursions and special events.

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 with a language program based on their needs.
Information Communication Technology (ICT)
ICT is included across all learning areas. At St Kilda Primary School we incorporate the latest ICT resources to enhance our teaching and learning environment for teachers and students. Resources include 23 interactive whiteboards, desktop and laptop computers and iPads. In the Prep-Year 2 area students have access to interactive software, online programs and MS Office applications to support their literacy and numeracy skills. To further develop creative skills, packages such as photo story, Kahootz, Picasa, KidPix and MicroWorlds are utilised. In the Year 3–6 classrooms, students use search engines to access information, are introduced to multimedia packages such as Windows Moviemaker, Audacity, Web2 and range of multimedia tools to develop their independent learning skills. In Year 5/6 students focus on Robotics and Animation as a major learning opportunity and have extensive experiences with i-Movies, Digilearn, and Monkey Jam. The students communicate locally and globally through the use of Skype to share knowledge and learning experiences. The students in Year 5/6 have the opportunity to access PC and Mac computers.

Sustainability
Sustainability is a whole school curriculum focus. We have reinstated our productive garden at the end of 2013 and we are looking forward to lots of amazing produce in 2014 and beyond.

The Green Team and Garden Monitors work in the productive garden on a regular basis. These monitors change each semester. Classrooms encourage recycling, composting and ‘nude food’ (food without packaging) to help minimise waste. Students are also encouraged to switch off power when it is not needed and to collect water to help in the gardens. The sustainability focus area changes annually, for example: waste, water, energy, and biodiversity.

SPECIALIST PROGRAMS

Physical Education
The Physical Education Program is a comprehensive physical skill development and fitness program. All children Prep-Year 6 have a 90 minute fortnightly PE session with a specialist teacher.

An intensive swimming program runs for two weeks, early in the year for senior children and later in the year for junior children.

Children in Years 3-6 participate in several Gala Days each year that focus on specific sports i.e. soccer, netball, life saving and lacrosse. 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
  - House Sports in Term 3
  - Lunchtime activities run by the PE teacher, classroom teachers and House/Vice House Captains during lunchtimes (2/3 times per week)
  - Camps for children in Grades 3-6. We offer an annual five day camp for Year 5 and 6 students. In 2014 these children will attend an adventure camp. In 2013 the students in Years 3 and 4 attended a three day camp to Phillip Island.
  - Tennis coaching offered before and after school
  - Netball and basketball teams coached out of school hours by a dedicated group of parents

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

Languages Other Than English - Japanese
All students 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 the parents organize an annual festival day called Matsuri Day for the students. 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 2014, a small group of Year 6 students will be visiting Obu with some teachers. We are truly looking forward to catching up with old friends!

eSmart program

St Kilda Primary is becoming an eSmart school. An eSmart school is a school where the smart, safe and responsible use of information and communication technology is the norm. Students, teachers and the wider school community are equipped to embrace the best these technologies can offer, while being savvy about the pitfalls.

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 at our school. The understandings behind this agreement form are discussed during the first weeks of school during our Quality Beginning Program, the focus being safe and responsible behaviour when using ICT.

All students from Prep to Year 6 participate in an ongoing series of eSmart lessons planned to raise their awareness of Cybersmart practices.

Some Handy Home eSmart Hints include:
- Ensure the computer your child uses is in a visible area
- 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 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

The Arts

The Arts includes Visual and Performing Arts being art, music, drama and dance. A major school concert is held biennially. Every alternate year there is a celebratory event which can take a variety of forms. As part of the Performing Arts program, a Theatre Sports competition takes place each year, involving students in Years 4, 5 and 6.

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 Musicorp, in addition to the whole class weekly music sessions. 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, conducting whole school assemblies and leading area forums. A dedicated leadership program is taught in Years 5/6.

**A Quality Beginning Program**
A Quality Beginning 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, teacher, 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 5 star listening skills.

At the conclusion of the program, we have a whole school celebration to share our learning and to present our Mission and Vision Statements. A Quality Beginning 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 have. Students vote to be held, what the then organise and decisions are entirely based on a majority.

At the beginning of SRC representatives two terms. Students the class about what were the SRC

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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**

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.

<table>
<thead>
<tr>
<th>Year level</th>
<th>Time (per night)</th>
<th>Regular Expectations</th>
<th>Additional expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>10 mins</td>
<td>Read take home books with an adult each night</td>
<td>Share a variety of texts together, e.g. picture story books, interactive stories on the internet or software, other publications that may interest the child (museum posters, theatre programs, etc)</td>
</tr>
<tr>
<td>Year1/2</td>
<td>10 mins</td>
<td>Reading take home book</td>
<td>Research work relating to the integrated topic being studied when required</td>
</tr>
<tr>
<td></td>
<td>10 mins</td>
<td>Practising spelling, e.g. Look, Say, Cover, Write, Check</td>
<td></td>
</tr>
<tr>
<td>Year 3</td>
<td>15 mins</td>
<td>Reading</td>
<td>2-3 times a term a short talk or passion project involving 15mins a night research and investigations. Project time will be 2-3 weeks. Open ended maths tasks relating to classroom focus. Reading, writing or integrated activity related to weekly focus</td>
</tr>
<tr>
<td>Year 4</td>
<td>15 mins</td>
<td>Reading</td>
<td>2-3 times a term children will be asked to prepare a short talk or passion project involving 15mins a night focused on research and investigations. Project time will be 2-3 weeks. When students are not working on projects they may have open-ended maths tasks relating to classroom focus and or an activity linked to spelling or grammar focus within the classroom.</td>
</tr>
<tr>
<td>Year 5/6</td>
<td>10 mins</td>
<td>Spelling or timetables practise</td>
<td>Max of 1.5hrs per week spent on: Work on portfolios related to classwork and topic focus. Project research and/or short talk preparation. Number facts practice games</td>
</tr>
<tr>
<td>Diary: shared with parents</td>
<td>30 mins</td>
<td>Reading</td>
<td></td>
</tr>
</tbody>
</table>

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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 child’s classroom and in the Sick Bay.

Asthma Management
As with anaphylaxis parents should inform school as soon as their child is the identify 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.

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 employed a School Nurse to three days a week from 10.30am to 2.30pm Tuesday to Thursday. The First Aid Coordinator maintains the Sick Bay (teachers are not allowed to administer medication). Usual treatment consists of cleaning a wound or injuries with water and applying a bandage, or applying an ice pack to a bruise or sprain. 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. A CASES21 Incident Notification Form will be completed where serious injuries to the head/eye/neck or injuries requiring medical, dental or hospital treatment or if a fatal injury occurs. These are then recorded on the injury management system according to Department of Education and Early Childhood Development guidelines.

Health Screening Services
The school medical nurse will visit our school to conduct health Prep screening for children in need. 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 school 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 observed in its original prescription container and will complete the SKPS Medication Authority Form as to the timing and dosage for the student. These forms will be stored in the Office 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 either in the office area (for those medications that are required on a regular basis, eg inhalers, prescribed short term medication such as antibiotics); in the secure cupboard within the sick bay, eg adrenaline auto-injectors, foodstuffs required by diabetic students, etc. or in a marked section of the staffroom fridge (students are not allowed to access this equipment without adult supervision).

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.

School Injuries and Insurance
DEECD 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 15-20 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.

**Syringes**

Unfortunately, syringes are found in all kinds of places, including schools. St Kilda Primary School has a very low collection rate of syringes but is proactive in addressing the issues involved. Prevention, knowledge and education are the keys to managing this issue.

We believe that the school’s good external lighting, low shrubs and vigilant observation contribute to our low incidences. The school grounds are checked for syringes regularly. Heightened awareness is on Monday mornings after weekend access of the school by the wider community. Children are provided with a Drug Education program as part of our Health Program, and instructed to take the following steps if they see a syringe:

**The children must:**

- **Step 1**  Remain calm. Do not touch the syringe.
- **Step 2**  Stand beside the syringe and get another child (a messenger) to immediately tell the teacher on yard duty who will come to the site.
- **Step 3**  If the yard duty teacher is not visible, the messenger must go to the Principal or Assistant Principal. It is rare that both the Principal and the Assistant Principal are out of the school at the same time. If this is the case, there is always an Acting Principal in their place.
- **Step 4**  The syringe will be picked up by the staff member or Principal with special tongs provided for this use. The syringe will be placed in a syringe container where it will be returned to the needle exchange centre in Barkly St, St Kilda.
- **Step 5**  The child involved will be counselled by the Principal and school procedure reinforced where appropriate.

If your child picks up a syringe or receives a needle stick injury you will be notified immediately.

**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.

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 Support - A short parent course is required for parents to assist with numeracy, reading and literacy support within classrooms in the junior area. A Parents as Helpers Program is run during Term 1 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 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, What’s On and Class Reps.

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.

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 Early Childhood Development (DEECD). 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 DEECD representatives; six members are parent
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!
- **Communications:** The focus of this committee is to organise ways to highlight and promote our school within our own community and the broader community.
- **Buildings and Grounds:** 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.
- **Policy:** Vital to running the school, this committee develops and updates the many school policies which aim to benefit all students and teachers.

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. In the fourth year a School Review takes place, where recommendations for the next Strategic Plan are made to School Council. This year we are in our final year of the current Strategic Plan.

**Parent Led Communication**

Parents publish a weekly **What’s on @ SKPS** email, which keeps you informed about what’s on in our school community, including important dates, any volunteer opportunities, etc. Email parentsclubskps@gmail.com for more information.

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. (facebook.com/StKildaPrimarySchool)

**Working Bees**

Working Bees are held once a term, weather permitting, generally from 9:00am - 11:00am on a Saturday or Sunday. Parent participation is greatly appreciated.

**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.

As part of the Real Life Learning Centre programs the children develop thinking and organisational habits that will support them in a smooth transition to high school. Using their diaries, planning the use of their time to achieve tasks, setting personal learning goals are all part of the focus for this year level. 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.

OTHER GENERAL INFORMATION

Vandalism
Vandalism is extremely costly to any school. Parents are asked to phone 000 to report any sightings of vandals or people acting in a suspicious manner. Please report any damaged school equipment, structures or playground equipment to the office.
Treating and controlling head lice

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 pyrethrins (permethrin, bicothrin)
- organophosphates (malathion 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 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 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

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The illustration of the life cycle of head lice is courtesy of Nipitikers Co Ltd.


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

Treating and controlling head lice
### 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.

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<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>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</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
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<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
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<tr>
<td>Haemophilus Influenza type b (Hb)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed</td>
<td>Not excluded</td>
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<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
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<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
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<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
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<tr>
<td>Herpes (cold sores)</td>
<td>Young children unable to comolb with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible</td>
<td>Not excluded</td>
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<tr>
<td>Human Immuno-deficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
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<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
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<tr>
<td>Influenza and Influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded unless considered necessary by the Secretary</td>
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<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
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<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts</td>
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<td>should be excluded until 14 days after the first day of</td>
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<td>appearance of rash in the last case. If unimmunised</td>
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<td>contacts are vaccinated within 72 hours of their first</td>
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<td>contact with the first case, or received NPHG within</td>
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<td>144 hours of exposure, they may return to the facility</td>
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<tr>
<td>Meningitis (bacteria other than</td>
<td>Exclude until well</td>
<td>Not excluded</td>
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<td>meningococcal meningitis)</td>
<td></td>
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<tr>
<td>Meninnooccal infection*</td>
<td>Exclude until adequate carrier eradication therapy has</td>
<td>Not excluded if receiving carrier eradication</td>
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<td></td>
<td>been completed</td>
<td>therapy</td>
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<td>Mumps*</td>
<td>Exclude for 9 days or until swelling goes down (whichever</td>
<td>Not excluded</td>
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<td></td>
<td>is sooner)</td>
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<tr>
<td>Pertussis* (Whooping cough)</td>
<td>Exclude the child for 21 days after the onset of cough or</td>
<td>Contacts aged less than 7 years in the same room as the</td>
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<td>until they have completed 5 days of a course of antibiotic</td>
<td>case who have not received three effective doses of</td>
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<td></td>
<td>treatment</td>
<td>pertussis vaccine should be excluded for 14 days after</td>
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<td>the last exposure to the infectious case, or until they</td>
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<td></td>
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<td>have taken 5 days of a course of effective antibiotic</td>
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<td>treatment</td>
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<tr>
<td>Poliomyelitis*</td>
<td>Exclude for at least 14 days from onset. Re-admit after</td>
<td>Not excluded</td>
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<td>receiving medical certificate of recovery</td>
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<tr>
<td>Ringworm, scabies, pediculus</td>
<td>Exclude until the day after appropriate treatment has</td>
<td>Not excluded</td>
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<td>(head lice)</td>
<td>commenced</td>
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<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days</td>
<td>Not excluded</td>
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<td></td>
<td>after the onset of rash</td>
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<td>Salmonella, Shigella</td>
<td>Exclude until there has not been a loose bowel motion for</td>
<td>Not excluded</td>
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<td>24 hours</td>
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<tr>
<td>Severe Acute Respiratory Syndrome</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the</td>
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<td>(SARS)</td>
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<td>Secretary</td>
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<td>Streptococcal infection (including</td>
<td>Exclude until the child has received antibiotic treatment</td>
<td>Not excluded</td>
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<tr>
<td>scarlet fever)</td>
<td>for at least 24 hours and the child feels well</td>
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<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the</td>
<td>Not excluded</td>
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<td>treating physician stating that the child is not</td>
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<td>considered to be infectious</td>
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</tr>
<tr>
<td>Typhoid fever (including</td>
<td>Exclude until approval to return has been given by the</td>
<td>Not excluded unless considered necessary by the</td>
</tr>
<tr>
<td>paratyphoid fever)</td>
<td>Secretary</td>
<td>Secretary</td>
</tr>
<tr>
<td>Verotoxin producing</td>
<td>Exclude if required by the Secretary and only for the</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Escherichia coli (VTEC)</td>
<td>period specified by the Secretary</td>
<td></td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude until there has not been a loose bowel motion for</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>24 hours</td>
<td></td>
</tr>
</tbody>
</table>

**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 [website](http://www.health.vic.gov.au/ideas).

January 2010
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