



Bonbeach Primary School

29 - 63 Breeze Street, Bonbeach, 3196.

School No. 4798

Tel: (03) 9772 3471

Fax: (03) 9776 1517

Principal: Ken Jones

Email: bonbeach.ps@edumail.vic.gov.au

Website: <http://www.bonbeachps.vic.gov.au>

General Information Booklet 2019

The Future Begins With Us



PRINCIPAL'S WELCOME

It is with much pleasure that I, on behalf of the Bonbeach Primary School community, welcome you and your child/ren to our school.

Our school was established in 1958 and has a proud tradition of being a family-oriented school with a particularly caring, supportive and friendly atmosphere. We offer the programs found in large schools whilst retaining an intimate climate of mutual respect and care so often found only in country communities. Being nestled in spacious, treed surroundings adds to the atmosphere.

In 1995 Bonbeach Pre-school was established within the school and enjoys well equipped facilities and excellent staff.

At Bonbeach Primary School we strive to ensure all students achieve to the best of their abilities. This we do through a varied curriculum encompassing core subjects as well as additional specialist programs.

The staff work in co-operative teams to plan and implement the programs within the guidelines of the school's policies.

The influence and support of the Bonbeach community is very significant and is an aspect of the school, which is valued most highly. Parents are actively encouraged to become involved and assist in whatever capacity they wish to contribute.

This handbook is intended to familiarise parents with the routines and organisation of the school. It is the framework upon which we as teachers care for your children, developing in them the ideals of worthy citizenship and the skills to enable them to excel in the future.

To the parents, we, the staff and School Council of Bonbeach Primary School, look forward to joining you in partnership in the education of your children.

Ken Jones
Principal

Child Safety

Bonbeach Primary School is committed to child safety and to our children to being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. We support and respect all children, as well as our staff and volunteers, and are committed to the cultural safety of children from diverse backgrounds, and to providing a safe environment for children with additional needs.



29-63 Breeze Street
Bonbeach 3196
Victoria
Pre-school Phone: 9776 3077
Primary School Phone: 9772 3471
Fax: 9776 1517
bonbeach.kin@kindergarten.vic.gov.au

Bonbeach Pre-school – The Future Begins With Us



Our dual room pre-school offers our community two three-year-old pre-school groups and two four-year-old pre-school groups taught by experienced teachers and qualified educators.

Our pre-school program aims to introduce each child to an enjoyable and challenging environment where each child can develop a love of learning. The program encompasses all areas of development, intellectual, social, emotional, physical and language enrichment. Each child is recognised as unique with individual developmental needs, interests and talents. Differences are catered for by incorporating a variety of learning experiences in the program; art, language, music, science, mathematics, movement, dramatic play, social development, and exploration of the natural world as well as a wide range of outdoor activities. Educational objectives are found to enhance each child's developmental skills within a group setting. Acknowledging children's interests (both group and individuals) makes learning meaningful.

The program is also guided by the Early Years Learning Framework which outlines the key principles and significant practices that underpin and guide the work of all early childhood educators and clarifies current understandings about how young children learn. The framework is structured around a central view of children living within the context of family, community, culture and place. It recognises that, from birth, children live in an environment of ongoing relationships with their family and are significantly influenced by them. There are three interwoven concepts in the framework about children's lives: belonging, being and becoming.

The Victorian Early Years Learning and Development Framework also guides our pre-school program, identifying five Early Years Learning and Development Outcomes for all children:

- Children have a strong sense of *identity*
- Children are *connected* with and contribute to their world
- Children have a strong sense of *well-being*
- Children are confident and involved *learners*
- Children are effective *communicators*



The Victorian framework describes each of these outcomes for children from birth to eight years, linking the learning outcomes from the Early Years Learning Framework to the Victorian Curriculum.

The pre-school aims to continually improve the quality of the education and care of children enrolled in the service and this is achieved using the National Quality Standards. In 2018, the pre-school was rated and assessed against the Standards across seven Quality Areas. The pre-school received ratings of 'Exceeding' in all seven areas achieving with an overall rating of 'Exceeding', demonstrating its consistent commitment to providing a quality early childhood service.

The pre-school is committed to ensuring that all children who attend our pre-school are provided with a safe environment. In complying with the Child Safe Standards our pre-school:

- promotes the cultural safety of Aboriginal children;
- promotes the cultural safety of children from culturally and/or linguistically diverse backgrounds;
- promotes the safety of children with a disability.

Children are able to play and experiment with materials and activities provided. Play is their work, and through play they learn. Children are free to select where they will play with limits being set on their behaviour. Each child works at their own pace and level and are encouraged and appreciated.

The pre-school fosters in each child a feeling of self-worth, kindness, independence, respect for others, tolerance and self-discipline. The pre-school program introduces these concepts to the children by using the 'You Can Do It' program focussed on building self esteem.

We have a unique transition program that is run with the primary school. Children participate in visits to the prep classrooms and school playground. They have an older school buddy and participate in special whole school events. During the second half of the year, they are able to borrow library books from the school library.

Bonbeach Pre-school aims to make the kindergarten experience a happy one for your child. By working together, parents and staff can make this aim possible.



Emily Malone
Directress

School Contacts and Important Dates for 2019

Principal:	Mr Ken Jones
Assistant Principal:	Miss Lisa Roolker
Business Manager:	Ms Sharon Keates
Administration Assistant:	Mrs Wendy Helling

School Office Hours 8:30am – 4pm

Contact Information

School Address:	29-63 Breeze Street, Bonbeach 3196
School Telephone:	9772 3471
School Fax:	9776 1517
School Email:	bonbeach.ps@edumail.vic.gov.au
School Website:	www.bonbeachps.vic.edu.au
Pre-school Telephone:	9776 3077
Pre-school Email:	bonbeach.kin@kindergarten.vic.gov.au
Before and After School Care:	TheirCare 1300 072 410 or www.theircare.com.au

Student School Hours

School day 9am to 3:30pm

School starts 9am

It is important for children to arrive on time for school as latecomers are disruptive to the class learning program.

Fruit Snack Break (<i>in class</i>)	10am		
Morning Recess	11:00am	to	11:30am
Year Prep-2 Lunch (<i>students will eat in class around 12:30pm</i>)			
Year 3-6 Lunch (<i>students will eat in class around 1:30pm</i>)			
Lunch Break outside	1:40pm	to	2:30pm
School dismissed	3:30pm		

Students are dismissed at 2:30pm on last day of terms 1, 2 and 3 and at 1:30pm in term 4.

2019 Term Dates

Year 1–6 students resume on Thursday 31st January 2019 at 9am

Prep students start on Friday 1st February 2019 at 9am

Prep students are not required at school on the following Wednesdays in Term 1: 30th January; and 6th, 13th, 20th, 27th of February, and the 6th March (except for a 1 hour assessment/interview with the class teacher.

Your child must be present with you for the Prep Entry Assessment).

Term 1:	Tuesday 29 th January 2019	to	Friday 5 th April 2019
Term 2:	Tuesday 23 rd April 2019	to	Friday 28 th June 2019
Term 3:	Monday 15 th July 2019	to	Friday 20 th September 2019
Term 4:	Monday 7 th October 2019	to	Friday 20 th December 2019

Public holidays for 2019 can be found here:

<http://www.business.vic.gov.au/victorian-public-holidays-and-daylight-saving/victorian-public-holidays-2019>

Curriculum Days for 2019

Tuesday 29th January

Wednesday 30th January

Friday 24th May

Monday 4th November

Bonbeach Primary School operates according to the following Purpose Statement:

Purpose

Our school's purpose is to provide programs that teach skills and values to assist children of all abilities reach their full potential in a friendly, community environment. Our aim is to extend and support students in their endeavours to become effective, productive and healthy members of the global society.

Values

The following Values underpin all our operations across our learning community.

At Bonbeach Primary School we value:

Confidence

- To develop the belief that I will be successful in my academic work, social relationships and other extra curricula activities.
- To learn to work independently and not to be afraid of making mistakes or to be concerned of what others think.
- To choose to participate in challenging and difficult activities.
- To express my opinions and stand up for what I believe.

Getting Along

- To work cooperatively with each other.
- To solve problems through discussion.
- To manage my anger.
- To show understanding of individual differences.

Organisation

- To value the importance of education and doing well at school.
- To set goals that are challenging.
- To plan and use my time effectively.

Persistence

- To try hard and not give up easily when doing school work I find difficult and do not feel like doing.
- To keep trying to complete an assignment without becoming distracted.

Resilience

- To bounce back from failure, rejection, hostility, criticism and hardship.

School Goals:

At Bonbeach Primary School a Strategic Plan is developed every three years. It focusses on continuous improvement in Student Learning Outcomes, Student Engagement and Wellbeing and Student Pathways and Transitions.

Current School Goals are:

1. To improve student outcomes in English and Mathematics.
2. To increase students' independence as personal learners.
3. To improve students' transitions through their primary years of schooling.

Absence from School and Absence Notes



If your child is absent from school, please inform the school **via Compass (app or browser – see information on Compass on following pages)**, phone (leave a message on the absence line or email. If your child or children are away for an extended length of time for illness or holiday, we must have it in writing. This information is essential as it must be recorded in the Class Attendance Roll. The Department of Education and Training requires a reason to be recorded for all absences.

Advance Australia Fair

Advance Australia Fair is sung at Monday morning assemblies. Students are encouraged to face the flag and participate in the singing of the anthem. Parents are also invited to participate.

Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gift
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.



Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Anaphylaxis

Children who have a severe (potential life threatening) allergic reaction or are identified as a child at risk of an anaphylaxis reaction require an action plan/risk minimisation strategic plan provided by the child's medical practitioner. Should the plan indicate that the child requires assistance in taking medication and/or medication being brought to school, please complete the 'Long Term Medication Authority Form' or 'Short Term/Infrequent Medication Authority Form' available from the school office or www.bonbeachps.vic.edu.au.

Please ensure all medication and accessories are labelled with the child's full name.

Art Smocks

All children require an art smock or an old long sleeve shirt to protect clothes during art lessons.



Assemblies

Assemblies are held on Monday mornings at 9am in the school hall.

Monday assemblies include singing the anthem and upcoming notice of events, Student of the Week, House Awards and Student performances.

Parents are encouraged to attend assemblies as they are a forum for information as well as an opportunity to celebrate whole school, group and individual achievements.

We encourage both students and parents to remain silent during assembly and would appreciate your co-operation. We ask that you help the children concentrate by gathering behind the children.



Asthma

Asthma Victoria encourages parents to keep schools informed of their child's current Asthma status by completing an 'Asthma Action Plan' in consultation with their child's doctor. The Asthma Action Plan should be completed whenever there is a change in the child's Asthma status and/or regularly updated at the beginning of the school year. This will ensure the school and teacher are aware of your child's condition and are able to manage your child appropriately, should the need arise. Parents are encouraged to show and discuss with their child their Asthma Action Plan.

Please ensure all medication and accessories are labelled with your child's full name.



Attendance

Education is compulsory for children between the ages of 6 and 17 years. When children are enrolled it is expected they will attend school every day of each term. All schools record the daily attendance. Two staff members are on duty between **8:45am** and **9am**; as well as between **3:30pm** and **3:45pm**. Students who arrive at school too early will be taken to the Before School Care program in the BER Building. Similarly, students who are unsupervised in the yard after 3:45pm (as indicated by the 3:45pm bell) will be taken to the Office and emergency contacts called. If the Office will be unattended after 3:45pm, students will be taken to the After School Care Program in the BER Building and fees charged accordingly. While we realise that this may cause some inconvenience, we do this to ensure your child's safety, and that an appropriate level of supervision and care can be provided.

School commences at 9am each day and we ask for your co-operation by ensuring your child is at school and in line on time. It is extremely disruptive to teachers and other students when children arrive late to class. School finishes at 3:30pm, except on the last day of term, when the finishing time is 2:30pm in Terms 1 to 3 and 1:30pm on the last day of Term 4.

It's Not OK to Be Away

'Regular school attendance is a prerequisite for improved participation and educational outcomes and is the responsibility of everyone in the school and wider community'. DET

Your responsibility as a parent/caregiver is to make sure your child attends school on **ALL** school days and is on time every day.

Before and After School Care Program

TheirCare run our Before and After School Care Program at the school. Before School Care operates from 7am to 8:45am and After School Care runs from 3:30pm to 6pm. These are fully accredited programs and, as such, parents are eligible for the Government Rebate. Please contact Theircare for further information on 1300 072 410.

Bicycles, Scooters and Skateboards

For safety reasons, parents are requested to ensure their child's readiness for using a bicycle, scooter or skateboard to travel to and from school. It is expected that all students will wear a properly fitted bicycle helmet which is named and have a good understanding and capacity to ride safely and obey road rules. Bicycles, scooters and skateboards are to be walked in the school grounds. During the school day all bicycles, scooters and skateboards will be locked in the bike shed. The key to the bike shed is available from the school office if children need to be collected early.

No responsibility can be accepted for bicycles, scooters and skateboards. They are brought to school at the owner's risk.



Bicycles, scooters and skateboards are not to be ridden in the school grounds between 8:45am and 3:45pm.

The wearing of helmets is COMPULSORY and children below Grade Three are not permitted to ride to school without written parent permission.

Booklists

Each year the Finance Sub Committee of the School Council deliberates for some time over the financing of the school and its educational programs. The Government provides basic funding directly to the school and the community is asked to complement this funding in support of the provision of quality programs.



A booklist is distributed to all parents towards the end of each year. This system of supplying books and requisites provides parents with a considerable cost saving and ensures that children are not disadvantaged because they do not have correct supplies. The associated costs include each pupil's personal books and requisites, supplies for general classroom use, incidental classroom materials, photocopying and printing costs, paper, art and craft supplies, class texts, reading materials, computer software and hardware as well as costs towards equipping the Library and the areas of sport, physical education, visual and performing arts and LOTE.



A contribution is requested from parents in order to meet our budget requirements. This is also detailed on the booklist. This contribution ensures equipment and educational aids are provided and upgraded to meet the needs of your children.

Buddy Program

Children entering prep will be allocated a 'buddy' from the senior class to aid their transition into primary school. The buddy will be introduced to the new prep during the orientation program run in the preceding year and this association continues into the following years. Our senior buddies are trained to support and 'look-out' for their prep buddies, providing them with additional support both in the classroom and in the playground.

Camps

Overnight off-site camps are conducted from Year 4 to 6. These camps enrich students' experiences, especially in social interaction and reinforce educational programs. Students who, in the judgement of the teachers, are considered likely to jeopardise the enjoyment and/or safety of others may be excluded.

Canteen

Currently our canteen operates one day a week, Friday, for lunch orders. The canteen offers a great selection of healthy and sometimes foods, all provided by local cafes and food services, and runs special food days each term. Orders must be placed by 9am on Thursdays.

Our school now has a great online ordering system called Flexischools for our families to order student lunches. As well as being convenient for parents, online orders are faster and easier to process - so it helps to simplify everyone's day!

The menu can be found on the Primary School website under the Parent tab, or online at Flexischools.

Setting up an account and online ordering...

1. Register for Flexischools by visiting www.flexischools.com.au Search for Bonbeach Primary School, add your student and class to get started.
2. Top-Up your account via Visa, Mastercard, PayPal or direct deposit.
3. Make an order by selecting from the canteen menu, selecting extras and options as desired and proceed to make payment for the order listed in your Flexischools order pad.
4. You can set recurring orders, review or cancel orders anytime by logging in to your Flexischools account.

Volunteers are always needed and welcome. So please fill out a form at the office or contact the canteen on bonbeachpscanteen@gmail.com if you can help out!

Car Parking

Parents are asked to observe the car parking restrictions outside the school and in the surrounding streets. In the interest of children's safety, please do not stop to pick up or drop off a child within the **NO STANDING** areas. The area near the School Crossing must be clear to enable motorists to easily see the children using the crossing. Encourage your child to use the school crossing correctly by using the crossing yourself.

Car parking on school property is only available in the first car park – please obey all traffic signs in the carpark including traffic flow direction.



There is strictly no parking in the lower car park.

For student safety, we ask you to please assist us in this matter.

Casual Relief Teachers - (CRT)

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 across other grades. In this case children will be provided with appropriate work that supports their classroom program.

Compass

The Compass Parent Portal is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family contact information
- Download and view your child's Semester Reports
- Pay and provide consent for events and school fees

The app can be downloaded to iPad, iPhone and Android devices. Search for 'Compass School Manager'. Information will be provided in due course about username and passwords.



Computers

The school provides students with classroom computers, iPads and netbooks. All computers are networked and have internet access. The Department of Education constantly screens internet sites and blocks are automatically placed on inappropriate content.

Concerns

Parents with questions, concerns or positive feedback about their child's education are encouraged to speak with the classroom teacher. It may be necessary for you to make an appointment at a mutually convenient time. This will facilitate discussions and the teacher will be able to give you their full attention. If you still have concerns or positive feedback following these discussions, please request a meeting with the Assistant Principal or Principal. It would be appreciated if parents made a formal appointment so that sufficient time may be set aside to discuss the issues raised.

Custody Restrictions / Court Orders

It is vital that the school be kept informed of any access or custody restrictions. Original copies of orders must be presented to the school and a copy will be taken and placed with the student's enrolment form.

We cannot deny access to a parent based on a verbal request.

Dogs

Please note: Dogs are not allowed on school grounds between **7am and 6pm**. Even if you know your dog is placid and wouldn't hurt anyone, some children are scared or uncomfortable around dogs. If you do bring your dog to school for pick up or drop off, please tie them to the fence outside the school grounds.

The only exception is Assistance Dogs.

Early Departure and Late Arrival



Parents wishing to collect children other than at the normal dismissal time must go to the office to sign out their child and collect an 'Early Leave Pass' before collecting them from their classroom. The pass is to be taken to the classroom and handed to the teacher. If your child arrives at school after 9am they must go to the office to sign in on the iPad, and get a 'Late Arrival Pass' to take to their classroom and hand to their teacher. Our children are not permitted to leave the school grounds during school hours unless accompanied by an adult and have been signed out.

The class teacher must be informed that a child is leaving, in case of an emergency.

If making arrangements with others to collect your child, please make sure the person and the child know the arrangements. If the person is someone not included in your child's enrolment form, please inform your child's teacher of the arrangements.

Emergency Contact Information

Please ensure your contact information is up to date (including phone numbers and email addresses). It is critical that the school is able to contact you or your emergency contacts in case of an accident or illness. Contacts listed on the enrolment form are the only people who can collect a student during school hours.

In all cases, attempts are made to contact parents first then emergency contacts in cases of emergency, but where it is impossible to do so and the situation is urgent, medical assistance will be obtained. All costs of such assistance are the responsibility of the parent/guardian of the child.

Enrolment Procedures

To enrol a child at Bonbeach Primary School, parents need to contact the school office and complete an enrolment form. All children enrolling in school must be at least 5 years of age by 30th April of the year of enrolment. Parents must show their child's original birth certificate and immunisation status statement (completed at the age of 5 years). It is recommended that parents come along for a tour of the school and meet with the Principal. If a student is transferring from another school, it is useful for you to provide our school with school reports and some of the work the student has been doing at the previous school.



Excursions and School Visits



First hand experiences are part of a vital educational program. Participation in these group outings is a valuable aspect of your child's social development.

Consent and payment for excursions, school visits and camps will be completed, in most cases, via Compass. We will also sometimes need your assistance with supervision. **Consent and payment must be made by the due date. Students are not able to attend an excursion without parent permission AND payment.**

When children are representing their school, it is compulsory that they wear school uniform as it ensures that they are easily identified. Depending on weather conditions, they will also need to bring raincoat, sunhat etc.

Hats

Bonbeach Primary School is a **Sun Smart School**. Children are to bring their wide brimmed hats and 30+ sunscreen to school in order to provide protection from harmful UV rays during outdoor play periods, Physical Education and sport classes. Caps are not permitted as they do not offer enough protection from the sun.

PLEASE ensure hats are clearly labelled with child's full name.



It is Sun Smart policy that the wearing of a wide brimmed hat is compulsory from the 1st September to 30th April.

Head Lice

Head Lice is a community health issue which is not confined to schools. All head lice matters are dealt in a confidential and sensitive manner. Parents/Guardians are encouraged to undertake regular inspections of their child's hair and commence appropriate treatment should they detect head lice.

A courtesy call to the school office or bringing this matter to the attention of the class teacher so that other parents can be notified of the presence of head lice in the class will assist us all with our efforts.

Illness

The best place for a sick child is at home. A child is not capable of effective learning whilst ill. Infections spread quickly in the school environment. A note with date/s and reason/s of absence must be provided to the school. *It is not the school's responsibility to care for an ill 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.*

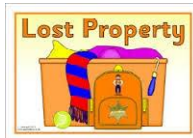
Immunisation Status Certificate

When enrolling your child it is a requirement that parents provide an Immunisation Status Certificate, which states completed at the age of 5 years. This can be obtained online through Medicare Australia.

Infectious Diseases Exclusion

The Department has produced a comprehensive list of infectious diseases and exclusion guidelines for schools. This information is available at the back of this booklet and from the school office.

Lost Property



It is most important that all uniform and personal articles be **clearly labelled** with the **child's full name**.

Lost property, such as clothing, hats, drink bottles and lunch boxes can be found in a crate in each building. Jewellery items and watches will be held at the school office and may be collected at any time during school hours. At the end of each term, unnamed clothing is sold as second hand uniform or forwarded to a charitable organisation.

Lunches and Snacks

It is expected that children will have breakfast before leaving for school each morning. Children should bring a snack for recess at 11am. Students have a fruit snack during the morning, where they may eat a piece of fresh fruit or vegetable.

Lunch is eaten at 1:30pm and is supervised by teachers in classrooms. Please consider appropriate food for your child to handle, nutrition and the quantity appropriate to your child's appetite when preparing lunches. The school encourages healthy eating and independence and as such, teachers will not heat up or microwave student lunches. **We will not allow students to handle boiling water for obvious safety reasons, and the staff cannot be responsible to heating up lunches in the microwave as they are supervising the rest of the grade.** Suitable insulated containers are readily available from retailers such as Kmart, Big W and the Reject Shop.



Please do **NOT** send glass containers or cans of drink to school. To combat litter in the playground, please help be sending food in reusable containers rather than disposable wrappers.

When a child has no lunch at school, siblings are asked to share their lunch. If this is not possible, the teacher will ring the parent to organise lunch to be brought to the child.

Medication

Where medication is required to be administered 'three times' a day, we request (where possible) this be administered at home at breakfast time, immediately after school and in the evening. This is a recommendation by the Royal Children Hospital. Parents should note that staff would prefer that parents administer medicines to their children where possible.

Parents wishing their child to have medication at school must ensure that a 'Long Term Medication Authority Form' or 'Short Term/Infrequent Medication Authority Form' is lodged with the school before medication will be administered. All medication sent to school must be clearly labelled with the child's full name, grade and the times and quantity of the doses to be administered. Pain relief medication (which must be provided by parents) will not be administered to children without a completed 'Short Term/Infrequent Medication Authority Form' available from the school office or www.bonbeachps.vic.edu.au.

Please ensure all medication and accessories are labelled with the child's full name.

All medication will be administered in accordance with the directions on the pharmacy label or manufacturer's instructions or Asthma Action Plan, whichever is most appropriate.

Parents are required to hand any medication their child needs to take during school hours to the class teacher or office. A Medication Authority Form must be completed before any medication is given.

Please note: wherever possible, medication should be scheduled outside school hours, eg medication required three times daily is generally not required during a school day – it can be taken before and after school and before bed.

Mobile Phones

Students are discouraged from bringing mobile phones to school. Parents who allow their children to bring mobile phones to school must sign a 'Parent Permission - Student Mobiles & Other Valuables Form' agreeing these items will be left at the office during class times. This form is available from the school office or www.bonbeachps.vic.edu.au.

Money

It is important that any money brought to school is placed in an envelope with the following information listed clearly on the front: **the child's full name, room number/teacher, the correct amount of money and what the money is for with a permission form if required.**



Please encourage your children to give the money to their teacher or the office as soon as they unpack their bag. *Large amounts of money are not to be brought to school.*

Newsletters and Notices

Newsletters (Jumbunna) are an important communication link between the school and home. **Jumbunna is an Indigenous word meaning 'place to meet and talk.'**

To access the newsletter please subscribe through the school website – www.bonbeachps.vic.edu.au

Those parents who do not have access to the internet will be able to collect a copy from the office.

The majority of notices will be made available via the Compass portal, where permission and payment will need to be made. In some cases where a 'hard copy' is required to be sent, they may contain a 'cut off and return' slip. It would greatly assist the school if parents could attend to these and return them promptly, and if payment is required, enclose correct money. Compass will have an automatic cut-off date and time where the 'event' will not be accessible anymore.



It is extremely important to have permission and payment (to the office or on Compass) on time as we will not accept any late replies.

Parent Involvement

Throughout your child's days at Bonbeach Primary School, there will be numerous ways and opportunities for you to assist not only the school as a whole, but also your own child's classroom activities.

The role of both School Council, Parents & Friends and Farmers' Market committee is very important. There is the opportunity also for you to be involved in either or both of these groups or their sub-committees.

Parental assistance is often sought by class teachers to support with excursions and various other activities such as reading, maths, PMP, clubs and physical education activities. Just talk with your classroom teacher and they will let you know how and when you can help in the classroom. To comply with the Education Department's Emergency Management Plan, all persons entering the school grounds (other than to drop off or collect children) must sign (on the office iPad) the Visitor's Register at the school office on arrival and departure.



If you are able to help, the school is glad to have your involvement.

As of the 1st January, 2017 it is compulsory that a Working with Children Check is provided before helping at school, as part of the induction process (the induction process needs to be renewed at the beginning of each school year). There is no cost for a voluntary Working with Children Check. You can find a 'Working With Children Check Flowchart' on the school website under 'Policies'.

You can apply for a WWCC through the Department of Justice www.workingwithchildren.vic.gov.au

Bonbeach Primary School is committed to child safety and to our children to being principled, caring, balanced members of our community. We are committed to the safety, participation and empowerment of our children and have zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. We support and respect all children, as well as our staff and volunteers, and are committed to the cultural safety of children from diverse backgrounds, and to providing a safe environment for children with special needs.

Parent/Teacher Interviews

Early in Term 1, parents are given the opportunity to discuss their child with the class teacher. This is an excellent time to discuss any problems (e.g. academic) or other concerns (e.g. health, history etc.) that you feel the teacher should be aware of. All bookings for Parent Teacher Interviews will be made via Compass.

It is extremely important that restrictions relating to Family Court orders be brought to the attention of both the Principal and the Class Teacher.

Formal Parent/Teacher Interviews are held mid-year where parents may discuss their child's progress and Semester One student report.

Informal chats or interviews are encouraged between parents and teachers as many queries can be solved with a quick question. On most occasions this will be fine, but the needs of your child and the other children in the class must come first during the school day. It may be necessary for you to make an appointment at a more convenient time. This will facilitate discussions and teacher will be able to give you their full attention.



Parents and Friends Club (P & F)

The P & F meets once a month in the Staffroom

The Club aims to:

- Foster good will and harmony between parents, teachers and children.
- Play an active part in school organization.
- Assist with the raising of funds for the school.

Perceptual Motor Program – (PMP)

The Perceptual Motor Program (PMP) operates for all Prep children. It consists of a range of simple, small group, gym and movement lessons using specifically designed equipment to promote the development of each gross motor skill. Parental assistance is encouraged to help this program operate effectively.



Physical Education and Sport

Healthy participation in Sport and Physical Education activities require that children wear suitable clothing. Shorts and a T-shirt or a tracksuit with black runners are most suitable. A wide brimmed hat is required for all outside activities from 1st September to 30th April.



As all grades participate in some form of active physical exercise, most children either wear runners to school or bring them in a bag and change at school.

Prep Health Screening

A school medical nurse will visit our school to conduct health screening for all students in prep. The visits will be based on written information provided by parents.

Pupil Free Days

Each state school in Victoria is allocated four days each year when students do not attend school so that teachers can participate in curriculum planning, professional development or report writing. Parents will be given adequate notification through the newsletter to permit alternative arrangements as the school is closed to students on these days. *The first day of Term 1 is always a pupil free day.* Although teachers are on duty on the first day of the school year, students do not attend.

Please see page 4 of this document for 2019 information.

Safety

Parents are asked to discuss the following and ensure that your child:

- knows his/her full name, address and telephone number.
- is familiar with the route to school.
- knows how to cross the road safely.
- knows to use the school crossing, only when the flags are displayed.
- knows the correct gates to enter the school grounds.
- understands they must not enter the school through the car park.
- knows not to accept rides from strangers and walk straight home.
- will not bring articles to school, which could cause harm to others e.g. knives.
- uses plastic drink bottles instead of glass containers.
- understands that the school is not responsible for articles that are lost or damaged at school.

School Bank

The student school banking day is **THURSDAY**. This is processed through the school office.

Once you have opened an account at the Commonwealth Bank your child will be issued with a pay in book. Deposits should be filled in and sent to school in the wallet provided. Pay in books will be returned to the student's classroom.



School Captains

A boy School Captain and a girl School Captain are selected each year from our Year 6 students. They represent the school; provide student leadership and present awards at assembly. Our House Captains and Vice Captains are elected by the students.

School Council

The School Council is the governing body of the school. Through the 'Education and Training Reform Act 2006' the school council has been given certain powers and responsibilities to voluntary governing bodies at each school, namely the School Council. Elected school councillors are expected to **serve the school as a whole**, rather than to represent the interests of any special group. Bonbeach Primary School and Pre-school has a School Council membership which comprises of elected parent representatives, elected Department of Education and Training (DET) representatives and, in some cases, community members. School Council meetings are held once a month. Visitors are most welcome at meetings.

The School Council is presently responsible for:

- the school budget and financial plan
- maintenance and improvement of buildings and grounds
- reporting and communicating with the school community



School Council – Sub-Committees

School Councils usually find it helpful to establish committees or working parties to tackle specific tasks or responsibilities. It spreads the workload, and means that School Council can call on people outside the School Council to offer special expertise in various areas, since not all members of committees need to be School Council members. Smart School Councils utilise the expertise and resources available in their community to assist the work of their committees. School Council is free to form the number of committees or working parties it needs to carry out its work. Committees or working parties are directly responsible to School Council. They may make recommendations to School Council but the final decision rests with the School Council. Committees generally meet monthly. They are responsible for dealing with specific matters referred to them by School Council and for making recommendations to the School Council. Bonbeach Primary School has the following sub-committees:

- Community Engagement
- Environment/Buildings and Grounds/Hall
- Education
- Finance
- Parents & Friends
- Pre-school
- Farmers' Market

School Council - Junior

Students from Years 3-6 have the opportunity to be elected for Junior School Council (JSC). JSC organises whole school events for students to raise funds for community organisations as well as theme days and events.

School Houses

Bonbeach Primary School operates four Houses and children are assigned to one of the following School Houses:

Gunnamatta	(Green)	Lonsdale	(Red)
Sorrento	(Yellow)	Torquay	(Blue)

Siblings are normally placed in the same House. Each week 'House Points' are awarded as a reward and are collected from each classroom. A cumulative total is announced at assembly each week. Whole school events and special days are organised according to Houses.

School Photographs

Each year the school photographs are taken. Usually all children are photographed individually and in class groups. Siblings may also be photographed together at an additional cost. Purchasing photographs is optional.

School Reports

Reports are issued twice a year. In June and December, parents are provided with written reports detailing student progress. School reports will be made available to parents via Compass. If a printed copy is required, please see the office staff.



Secondary Transition

A comprehensive transition program is provided for students in Year 6 to support their move to secondary college. Working closely with local secondary schools, teachers provide a series of activities throughout the year to familiarise students with the secondary school facilities, organisation and programs. To celebrate the completion of each child's primary education, a formal Graduation dinner is held for all students in Year 6.

Sick Bay

Children attend Sick Bay for injuries and/or illness. Parents are informed of their child's visit to Sick Bay for a minor injury by the presentation of a Sick Bay Notification Slip by their child, on their arrival at home. Parents/Guardians/Emergency contacts will be contacted for serious injuries and/or illness.

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. We remind parents that children who are ill should not be sent to school. It is not the school's responsibility to care for an ill 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. Any child that has vomited will need to remain away from school for a period of 24 hours.

It is school policy that any knock to a child's head is reported to parents.

Smoke Free Environment

No smoking is permitted in any Bonbeach Primary School building or grounds at any time (i.e. during school holidays, before and after school care etc.) in accordance with Department of Education and Training policy. It is a condition of entry that all persons abide by this health & safety requirement for the wellbeing of students, staff and visitors.



Staffing

Our school is currently allocated staff according to the number of students enrolled. Each year much thought and time is given to the placement of staff and the provision of specialists programs in line with the expertise of the staff. **Equally, thought is given to the careful placement of students so that they can gain the most from their years at primary school.**

Student Injuries and Insurance

Parents are responsible for paying the cost of medical treatment 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. The Department of Education and Training **does not** hold accident or ambulance insurance for school students. Student accident insurance is available from a number of insurance companies.

Student Leadership

Teachers encourage student leadership skills as a way of fostering student self-esteem. Students throughout all year levels are provided with many opportunities to take on leadership roles and responsibilities such as school captains, house captain, junior school council, environment monitors, 'I sea, I care' ambassadors, bike shed monitors, conducting whole school assemblies etc.

Student Welfare and Discipline

Bonbeach Primary School community believes that our school should provide a teaching and learning environment where students feel safe and supported to learn in a stimulating environment.

To do this, there are rules for everyone to follow, just as there are in the wider community and managing behaviour is a shared responsibility between the student, school and home.

Please take the time to read the information and discuss it with your family. By understanding and practising these rights, responsibilities and rules, you will help to maintain a happy and safe environment where we can learn together and value each other's individuality.

RIGHTS

All members of the school community have a right to:

- 1.1 be safe and secure at school
- 1.2 be valued and treated with respect, kindness and fairness
- 1.3 work, learn and play without harassment
- 1.4 express themselves and be listened to
- 1.5 learn and play in a clean and orderly environment



RESPONSIBILITIES

- 1.1
 - use common sense, consider your own safety and that of others
 - follow instructions from staff
 - follow school rules
 - be on time to all school activities
 - take messages/notices home
 - take care of your own and others property
- 1.2
 - behave in a cooperative and considerate manner
 - accept and value individual differences
 - sort out disagreements in a calm and thoughtful manner
- 1.3
 - work at school without distracting others
- 1.4
 - listen to other's points of view
 - share thoughts and opinions politely and honestly with others
- 1.5
 - help to keep the school environment clean and attractive
 - put rubbish in the bins
 - keep work areas tidy
 - recycle where possible

RULES

General

1. We follow instructions given by staff.
2. We do not use 'put downs' to others by saying, writing or drawing things.
3. Dangerous objects that could frighten or injure, are not to be brought to school.
4. Fighting, bullying or any aggressive behaviour is not accepted.
5. Rubbish is placed in bins.
6. We stay in the school grounds unless given permission to leave.
7. We wear our full school uniform with covered toe shoes. (Jewellery is limited to 1 pair of stud earrings only).
8. We do not eat chewing gum or bubble gum at school.
9. Expensive toys, games, etc. remain at home. (These are not covered for loss or damage by the school or the Department of Education and Training DET).
10. Stealing or damaging property may require recompense.

Inside

1. Except in an emergency, we stay out of the buildings and corridors unless a teacher has given us permission to enter.
2. We always walk when in corridors and around school buildings.
3. We follow classroom rules for the safety of everyone.

Outside

1. Bikes and scooters are the only form of transport to be brought to school.
2. Bikes and scooters are to be 'walked' in the school grounds.
3. Helmets are required when bikes and scooters are at school.
4. Road safety rules must be followed.
5. The bike rack, boundary fences, garden beds and trees behind sheds are all out of bounds.
6. Ball kicking games and cricket are to be played on the oval.
7. Climbing is **only** allowed on playground equipment.
8. Dangerous objects, such as sticks and stones, are not to be played with nor thrown.
9. Adventure play equipment is to be used according to its rules.

Excursions

1. Normal school rules apply.
2. All who are attending the excursion must be on time.
3. When waiting for a bus, train, or to cross roads, stand a safe distance from the kerb or platform edge.
4. Vehicles are boarded safely and sensibly, with students staying seated during the journey.

Positive Consequences for enhancing student behaviour may include:

1. Praise, reinforcement.
2. Public acknowledgement of behaviour and achievements.
3. House points.
4. Special responsibility.
5. Special activity.
6. Awards: Student of the Week Awards.

BREACHES OF THE CODE OF BEHAVIOUR

Given that students understand the school's code of behaviour, there will be consequences for those who choose not to allow the rights of others to be observed.

1. The teacher will discuss the concerns with the students and depending on the severity of the misdemeanour the following actions may need to be taken:-
 - circle discussion
 - personal discussion followed by a warning
 - a reminder of the school rule
 - removal or time out from an activity
 - a negotiated task to make right the situation
 - limited access to yard facilities
 - development of a behaviour management plan
 - recording of a misdemeanour in the school book
 - referral to the Principal or Assistant Principal
 - period of detention
 - parent contact
 - suspension and expulsion as outlined in the current DET Student Engagement Policy (2009).

TIME OUT AND DETENTION PROCEDURES

To support students in taking responsibility to manage their behaviour and make appropriate choices there are misdemeanour processes.

CONSEQUENCES FOR BROKEN SCHOOL RULES

Offence #	Consequence	Staff actions
1 st – Time-Out Notification	30min Time-Out at lunch.	<ul style="list-style-type: none">• Call parent.• Issue notification - to be signed by parent.• Give signed notification to Wellbeing Coordinator.• Supervise Time-Out, student to complete reflection sheet.
2 nd – Time-Out Notification	As above	As above
3 rd – Time-Out Notification	As above	As above.
4 th – First Detention Notification.	30min detention after school with Wellbeing Coordinator, AP or P.	<ul style="list-style-type: none">• Call parent.• Issue notification - to be signed by parent.• Give signed notification to Wellbeing Coordinator.• Supervise detention, student to complete reflection sheet.
5 th – Second Detention Notification.	45min detention after school with Wellbeing Coordinator, AP or P.	As above.
6 th – Internal Suspension Notification.	1 day with Principal, Assistant Principal or Wellbeing Coordinator.	<i>(Wellbeing Coordinator, AP or P to call parent.)</i> <ul style="list-style-type: none">• Issue notification - to be signed by parent.• Give signed notification to Wellbeing Coordinator.• Supervise suspension.• DET suspension form to be completed and kept in student file, and 'Procedures for Suspension' booklet provided to parents.
7 th – Internal Suspension Notification.	2 days with Principal, Assistant Principal or Wellbeing Coordinator.	As above.
8 th – External Suspension Notification.	Duration to be determined by Principal.	<i>(Wellbeing Coordinator, AP or P to call parent.)</i> <ul style="list-style-type: none">• Issue notification - to be signed by parent.• Give signed notification to Wellbeing Coordinator.

SUSPENSION

The Principal may suspend students from attendance at school in accordance with *Ministerial Order 625 – Procedures for Suspension and Expulsion*.

Suspension may be imposed where a student:

1. behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
2. causes significant damage to or destruction of property;
3. commits or attempts to commit or is knowingly involved in the theft of property;
4. possesses, uses or sells or deliberately assists another person to possess, use or sell illicit substances or weapons;
5. fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person;
6. consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age; breastfeeding; gender; identity; impairment; industrial activity; lawful sexual activity; marital status; parent/carer status or status as a carer; physical features; political belief or activity; pregnancy; race; religious belief or activity; sex; sexual orientation; personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes;
7. consistently behaves in an unproductive manner that interferes with the wellbeing, safety or educational opportunities of any other student.

More information from DET can be found at:

<http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/discipline.aspx>

or

<https://goo.gl/16kc41>

Swimming Program

The whole school is involved in an 8-day intensive swimming program each year. The swimming program improves student safety as well as developing swimming and survival techniques.



Telephone Messages for Students

We are unable to disrupt our classrooms to call students to the phone. Please arrange afterschool plans before your child leaves home for the day. We understand emergencies may arise during the day, and we will do our best to relay urgent messages.

Toilet Accidents

Wet pants are quite easily changed. However, if your child soils him/herself at school we will contact you so you can bring clean clothing to school and clean your child. We have found that this is much less embarrassing for the child. It is suggested that Preps who can 'forget' to go, have a spare pair of underwear and a change of clothing in their school bag.

Transfer to another School

Families transferring to another school are asked to notify the Principal in writing stating the school they will be transferring to. We will arrange the necessary transfer form is completed and forward the information to the new school to ensure a smooth start. Parents are asked to check that all Library books, class readers and equipment have been returned to the school before your child's last day.

Uniform

Bonbeach Primary School has a compulsory uniform policy. This includes the wearing of school hats from 1st September to 30th April. Current uniform details and pricelists are available from the Uniform Shop and the school office. The school Uniform Shop is open on the first and third Tuesday of the month from 9am to 9:15am. **PLEASE** ensure all removable clothing is **clearly labelled** with your child's full name, not initials. Iron-on labels, permanent marker or laundry pens are best. A few minutes spent marking your child's belongings will save worry and expense.

Valuables

Students are asked not to bring valuable items or articles which hold sentimental value to school, this includes mobile phones. School Council and school staff will not take responsibility for such items which may be misplaced or lost. In an effort to prevent loss, theft or interruption to classes, parents who allow their children to bring mobile phones or other valuable items to school must sign a 'Parent Permission - Student Mobiles & Other Valuables Form' agreeing these items will be left at the office during class time.

Visitors

All visitors to the school (including parent helpers) are required to sign the 'Visitors Register' on the iPad at the school office when they arrive and depart, as well as complete any site induction process. Visitor tags are required to be worn by **all** visitors. All visitors to Bonbeach Primary School and Pre-school **MUST** have a current Working With Children Check.



Website

Bonbeach Primary School regularly updates the website with the school newsletter, notices, school calendar, policies and school news and events. **www.bonbeachps.vic.edu.au**

We encourage families to view the website on regular basis. Please subscribe on the website to receive the weekly newsletter via email.

Weather-Extreme



If it is too wet for children to play outside, an announcement will be made and teachers will arrange to share supervision of children in the classrooms. Children will be dismissed at the normal time of 3:30pm. In the event of extremely hot weather, students will be kept indoors and will participate in quiet activities under teacher supervision.

Working Bees

Working Bees are usually held once a term, weather permitting, generally from 9am to 12pm on a Saturday. Parent participation is greatly appreciated.



Working With Children Check

Working with Children Checks are compulsory for all parents and community members wishing to work with children in various activities such as assisting in the classroom, at school and on excursions. The application forms are available online from the Department of Justice www.workingwithchildren.vic.gov.au. A voluntary Working with Children Check is free.

Yard Supervision

The school yard is supervised by 2 staff members between **8:45am and 9am**; as well as between **3:30pm and 3:45pm**. Students who arrive at school too early will be taken to the Before School Care program in the BER Building. Similarly, students who are unsupervised in the yard after 3:45pm (as indicated by the 3:45pm bell) will be taken to the Office and emergency contacts called. If the Office will be unattended after 3:45, students will be taken to the After School Care Program in the BER Building and fees charged accordingly. While we realise that this may cause some inconvenience, we do this to ensure your child's safety, and that an appropriate level of supervision and care can be provided.

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

Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

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 from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

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:

- 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
- 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 marked in **bold** with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

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



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