BUNINYONG CAMPUS
PARENT HANDBOOK
2017
INTRODUCTION

In 2017 there will be 27 classes operating at our Buninyong Campus and 3 classes operating at our Scotsburn Campus. Given we have a large number of classes, a range of programs operating and a number of staff to get to know, it can pose quite a challenge to get a handle on how everything works.

This Parent Handbook is designed to help put you in the picture. You won’t find answers to all of your questions in here, but your child’s teacher, the office staff and Bernie (Principal), Josh (Assistant Principal – Student Wellbeing) or David (Assistant Principal Teaching & Learning) will be more than happy to help you out at any stage.

Contact Details

Scotsburn Campus
Phone: 5341 3496
Fax: 5341 3061
Email: buninyong.ps@edumail.vic.gov.au
Website: www.buninyongps.vic.edu.au
Principal: Bernie Conlan
Assistant Principals: Josh Ebbels, David Young
School Council President: Darren Holland

Buninyong Campus
Phone: 5341 3560

Buninyong Campus Parent Handbook 2017
SCHOOL VALUES

At Buninyong we value a culture that is inclusive, inspiring and safe for all.

Our “Student Code of Conduct” is based on the “Buninyong Primary School Values”.

RESPECT
Treating self, others and your environment with care and respect

OPTIMISM
Being confident, resilient and optimistic, always hoping for the best

COMMITMENT
Being dedicated and committed to do your very best

COMPASSION
Showing care, understanding and compassion towards the feelings of others

HONESTY
Being truthful, sincere and honest in what you say

DAILY ROUTINE

9.00am - Bell rings & Classes commence
10.00am - Brain Break – small healthy snack/drink
11.00am - Students eat morning tea inside
11.05am - Recess Break – children go outside
11.30am - Classes recommence
1.00pm - Students eat lunch inside
1.10pm - Lunch Break – children go outside
2.00pm - Classes recommence
3.30pm - Students are dismissed

TERM DATES 2017

Term 1 1st February – Grade 1-6 students start
2nd February – Prep students start
Term finishes on 31st March

Term 2 18th April to 30th June

Term 3 17th July to 22nd September

Term 4 9th October to 22nd December

PUBLIC HOLIDAYS

The school will observe the following holidays in 2016:

- Easter Monday        April 17
- Labour Day           March 13th
- Queen’s Birthday     June 12th
- Ballarat Show Day    TBA

NOTE: Preps don’t attend school on Wednesdays in February. Early in the year they need a day off mid-week to re-charge their batteries.
## 2017 CLASS STRUCTURE & STAFF

The following table outlines our class structure for 2017, along with other programs and roles and the staff that undertake those roles.

### Buninyong Campus

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Number of Classes</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>X4</td>
<td>Nicole Phillips, Paige Gibson, Anastasia Anderson &amp; Sandra Davie</td>
</tr>
<tr>
<td>Grade 1</td>
<td>X4</td>
<td>Cindy Armstrong, Jarrod Sing, Michelle Probert &amp; Georgia Martin</td>
</tr>
<tr>
<td>Grade 2</td>
<td>X4</td>
<td>Helen Arts, Nanette Jackson, Paul Wilson &amp; Dani Eddy</td>
</tr>
<tr>
<td>Grade 3</td>
<td>X4</td>
<td>Ness Scoleri, Roz Schomburgk, Bianca Alvarez-Harris &amp; Katie Adamson</td>
</tr>
<tr>
<td>Grade 4</td>
<td>X4</td>
<td>Aaron Coulter, Renee McCormack, Mark Muldoon &amp; Eileen Kenny</td>
</tr>
<tr>
<td>Grade 5</td>
<td>X4</td>
<td>Daniel Spalding, Scott McGlynn, Jess Thornton &amp; Jessica Germain</td>
</tr>
<tr>
<td>Grade 6</td>
<td>X3</td>
<td>Jarrod Morgan, John Oellering &amp; Barb Brokenshire</td>
</tr>
</tbody>
</table>

### Scotsburn Campus

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Number of Classes</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Class</td>
<td>1</td>
<td>Rebecca Wood</td>
</tr>
<tr>
<td>Middle Class</td>
<td>1</td>
<td>Shaun O’Loughlin</td>
</tr>
<tr>
<td>Senior Class</td>
<td>1</td>
<td>Kelly Geddes</td>
</tr>
</tbody>
</table>

### Other Roles & Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Teachers</th>
</tr>
</thead>
</table>
| Specialist Staff  | Music – Steve Skilbeck  
|                   | Art – Michelle Noyce  
|                   | PE – Claire Morris  
|                   | Japanese – Narelle Sullivan & Deb Hunter  
|                   | Scotsburn Specialist – Deb Hunter |
| Literacy Intervention | Joy Hoey |
| Office Staff      | Barb Martin, Kathleen Cassells, Robyn Batrouney & Tracey Stevens |
| Teacher Aides     | Gaye Murphy, Rebecca Findlay, Kim Dargaville, Ann-Marie Seare, Claire Brisbane, Sharon Shreck, Raquel Elsey & Sylvia Wallace |
| Maintenance       | Shane Pearce |
FINDING YOUR WAY AROUND
To help you navigate your way around the Buninyong Campus, following is a map.

CURRICULUM
Like all mainstream schools in Victoria, our curriculum is now based on the Victorian Curriculum.

We work hard to ensure that our curriculum is delivered in a meaningful and relevant way, which captures the interest of all students and is personalised to meet their needs. Coverage of all learning areas is important, with an emphasis on the core areas of English and Mathematics - a 120 minute and 90 minute block is devoted to these subjects respectively each day.

We are also proud of the fact that we are able to offer specialist teaching in the areas of Music, Physical Education, Art and Japanese.

**Music** - Our Music Program includes sequential lessons for each year level, but also provides lots of opportunities for children to pursue their interests and extend their skills. Children are welcome to join one of our choirs (junior or senior), can participate in Lunchtime Live performances or take lessons in guitar, the drums, keyboard or brass. Every second year we have a school concert, which is next scheduled for 2018.

**Physical Education** - Our popular Physical Education Program is well supported by a full sized, well-equipped gymnasium. The program includes a swimming program and a selection of alternative sports, particularly for the senior students. We put lots of energy into preparing students and teams for sporting competitions to give students every chance of experiencing success and getting the opportunity to compete at higher levels.
Japanese - At Buninyong Primary School, all students actively participate in learning Japanese. The program offers opportunities for the students to speak, read and write the Japanese language as well as learn about the culture. The students are exposed to cultural festivals and are immersed in a classroom filled with Japanese artefacts.

Art – Students from all year levels have a weekly session in the art room. This is popular with the students and they get to experience a broad range of art forms as they progress through the school. Our grade 6 Art Teams have done an excellent job in recent years working with the Art teacher to create art works to beautify our school, an example of which appears below.

INTERVENTION PROGRAMS

At Buninyong Primary we are committed to catering for all students, not just the average performers. Our teachers are very skilled at structuring lessons to cater for the needs of all students. Literacy and numeracy lessons generally begin with a whole-class focus and explicit teaching, but then students will break into needs based groups to undertake tasks at their level before coming back as a whole-class to share what they have learnt.

Despite a teacher’s best efforts, some children will need extra support to make the progress we would like. As such, we do what we can to run programs that cater for the needs of these students. These include:

**Literacy Intervention** – In 2014 we introduced the Mini-Lit and Multi-Lit Programs. Both programs help children with the basics of reading. Mini-Lit is more for our younger students and is delivered by a teacher with groups of 4 or 5 students. Multi-Lit is for students from grade 2 up and is delivered 1:1 by our teacher aides.

**Numeracy Intervention** – In 2014 we also introduced a Numeracy program called QuickSmart. This program is designed to support numeracy skill development with particular emphasis on the role of automaticity in learning. Automaticity is the immediate recall of basic information. The program provides extra learning support to identified students in grades 4 and 5 and enables them to better know and understand basic number facts. QuickSmart is delivered by our teacher aides who are all trained QuickSmart tutors.
Program for Students with Disabilities (PSD) – School leadership works closely with parents and classroom teachers to ensure that any eligible child undergoes the necessary testing and is given the best possible chance to gain funding through this program. This funding is mostly used to employ teacher aides to give these students one-to-one assistance for at least part of the week. This is fantastic for the child, as their skills develop with personal assistance. It is also a great support for the classroom teacher who may otherwise have to manage a child with special needs while catering for the rest of the class. Josh Ebbels is the person to speak to if you have questions regarding the PSD Program.

LEARNING TECHNOLOGIES
Our school has invested heavily in Learning Technologies in recent years, knowing this is an effective way of engaging our students and providing an enormous range of opportunities for learning.

Each of our classrooms has an interactive whiteboard or TV with connectivity for iPads. The P-3s have 7 iPads in each classroom, students in grades 4-6 are invited to be part of our BYOD (Bring Your Own Device) program.

We know that our children are growing up in a digital age and that the vast majority of them will enter a workforce that requires competency, if not high level skills, in IT (Information Technologies). We aim for all of our students to leave us well equipped with strong IT skills.

LIBRARY BORROWING
Children have the opportunity to borrow books from our school library. Please encourage your child to take good care of them at home and return them when they have been read. All children should have a cloth book bag for library as these protect the books. Each class time allocated for regular library visits.

SWIMMING
All students participate in a swimming program each year. This program is delivered by qualified staff and offers great learning for our students. Dates will be announced early in the year and the costs are not covered by the Local Excursion Levy.
STUDENT WELLBEING

We are proud of the classroom and yard environment we have at our Buninyong PS, which is both conducive to teaching and learning, but also to the wellbeing of our students. Our values of Compassion, Honesty, Commitment, Optimism and Respect permeate all aspects of school life and our students certainly present as confident and happy individuals who get along extremely well. In part this has been achieved because our staff work effectively as a team, employing a whole school approach and adopting a collective sense of responsibility for all students. From the start of 2016 we implemented a new Social and Emotional Learning Program at all year levels, called the B + (positive) program. The newsletter will keep you informed of the themes being covered so you can reinforce key messages at home. We've also introduced fortnightly Family Group sessions, with each child being part of a P-6 Family Group. We are confident the Social Emotional Learning Program and Family Group sessions are having a positive impact on our students.

Standards of student behaviour and discipline are important to parents because they want their children to be safe, happy and free to learn in a settled and supportive environment. We are very fortunate to have fantastic kids and enjoy strong support from home which helps our school maintain the sort of school environment that all parents and students want.

Every school will have incidents of inappropriate behaviour to manage, and the types of incidents will vary from school to school. It is how a school deals with inappropriate behaviour that counts. We work hard to make sure any issues are dealt with thoroughly and followed up. We are happy to discuss any concerns you have in this regard. We like to keep parents fully informed when student wellbeing issues arise. It is only when home and school truly work together that significant behavioural improvements can be achieved. If you have concerns regarding the wellbeing of your child, speak to their teacher or arrange to speak with Josh Ebbels.

It’s important to us that the playground environment is positive, where students have a range of options for play. The Buninyong PS community has worked hard to create an attractive yard that has a variety of play options for the kids.

Promoting & Recognising Good Behaviours – Promoting the right behaviours is an important element in creating and maintaining a happy and safe environment for our students. We do this in many ways, including the following whole school strategies:

- **ABC Kids** – The ABC stands for Amazing Buninyong Children. A student is selected as the ABC Kid for each class every week. All children in the class write something nice about the ABC Kid and these are all displayed in a dedicated display space for each classroom. A list of ABC Kids goes in the newsletter each week and the children are presented at assembly and have a group photo.

- **ROCCH Award** – Similar to the ABC award our values based award is for grade 3-6 students who demonstrate our School Values of Respect, Optimism, Commitment, Compassion and Honesty.

- **Act of Kindness** – We are part of the Act of Kindness program and each week at assembly a student is presented with this award. Students can be nominated by anyone...let us know if you spot a child who is deserving of being nominated for the Act of Kindness Award.

During 2012 a team of teachers and parents completely re-wrote our Student Engagement Policy, which explains in detail the processes and initiatives we have in place to encourage good behaviour and deal with inappropriate behaviours. As part of this policy, at the start of each year students will take home a copy of the school’s Student Code of Conduct for the student and parent to sign.
CAMPS AND EXCURSIONS

Every now and then we will take the children on local excursions. Most parents take up the option of paying for these up front through the Local Excursions Levy....this saves you having to find small amounts of money on a regular basis. Following is a description of each of our major camps.

Grade 2 Sleep Over
Description:
In term 3 or 4 the grade 2s have a sleep over at school in our new buildings. The sleep over provides the grade 2 children with the experience of staying overnight in a familiar location which is close to home (most without a parent or guardian). This is a natural lead up to the grade 3 camp where children travel to Queenscliff and stay overnight.

Activities:
The children go home after a normal school day and return at 6:15pm after having their evening meal. They then spend the evening playing board games, doing activities in the gym and a disco before settling down for the night. In the morning they have breakfast, including pancakes cooked by parents before heading home.

Cost:
The cost for participating in the sleep over is approximately $10.

Grade 3 Queenscliff Camp
Description:
In 2017 this camp will be held on May 15-19 (2 separate groups) with children staying overnight at the YMCA’s Camp Wyuna. This camp provides children with the opportunity to stay overnight away from their family (most without a parent or guardian). The learning focus on this camp is marine life and ties in with a marine ecosystem unit completed by grade 3s during term 2. The children travel to and from camp by bus and make their way around Queenscliff on foot.

Activities:
The children have a session at the Marine Discovery Centre with one of their educators. Later they get to explore rock pools with a guide from the Marine Discovery Centre. The children also are part of a guided tour of the Queenscliff fort which is rich in history, particularly around the time of the 1st & 2nd world wars. The children usually spend the evening enjoying a talent quest.

Cost:
Cost for this camp is approximately $170

Grade 4 Anglesea Camp
Description:
In 2017 this camp will be held on March 14-17 (2 separate groups) at Anglesea Recreation Camp, which is run by the YMCA. This is an overnight camp. The focus of this camp is adventure activities, as well as providing students with another opportunity to stay away from home, most without their parents. The children travel to and from camp by bus and generally don’t leave the camp site for the duration of the camp.

Activities:
All daytime activities at this camp are organised and led by camp staff. The activities include a low ropes course, a giant swing and mountain bike riding. The camp has a gym which is usually used for activities in the evening.

Cost:
The cost for this camp is approximately $180
**Grade 5 Halls Gap Camp**

**Description:**
In 2017 this camp will be held on May 15-19 (2 separate groups) at Norval Camp in Halls Gap. The focus for this camp is on team building, facing challenges and giving your personal best. The camp also gives students the opportunity to stay away from home for 2 nights. The children travel to and from camp by bus and make their way around Halls Gap on foot. This camp is known for its excellent meals.

**Activities:**
The children participate in a series of team building activities led by camp staff. They also get to test themselves on the high ropes course, do some bush cooking and go for a hike on one of the many walking tracks. On one evening the students get to see and touch animals from the local wildlife park and are given a talk by one of their staff. On the other night they have a sing along by a camp fire and play some night time games.

**Cost:**
The cost for this camp is approximately $270

---

**Grade 6 Camp**

**Description:**
In 2017 this camp will be held on August 7-9 with the children staying 2 nights in Melbourne at Melbourne Discovery. The purpose of this camp is for the children to familiarise themselves with the city and the public transport system. The children travel to and from Melbourne by bus and make their way around the city on trams, trains, ferries and on foot.

**Activities:**
The program changes from year to year, but generally includes visits to the Melbourne Sports & Aquatic Centre (MSAC), the Queen Victoria Market, the MCG, Science Works and Parliament House.

**Cost:**
The cost for this camp is approximately $290

---

**FETE/CONCERT**

We alternate these two big events as our major fundraiser for a given year.

The concert is held on even years in term 3 at Founders Hall, University of Ballarat. The 2018 concert will be held in late August. Each class performs an act of their own or combines with others to perform an act. We do a dress rehearsal on a Thursday afternoon and then hold evening concerts on the Thursday and Friday. We need to run with two evening concerts to give all families the opportunity to purchase tickets.

The fete is held on odd years and is usually mid-term 1 to hopefully coincide with some nice weather. Classes or year levels run stalls and activities on a Friday evening from 5-8pm, which amounts to lots of fun.
THE STORY OF BUNINYONG
Each year the grade 4s cover a unit exploring the history of our district with a focus on Koorie culture. This is done in partnership with the local Koorie community and involves visits to nearby sites of significance. The unit culminates in a performance that has become an important event on each year’s calendar. The performance is narrated and acted out by the grade 4s, but also involves grade 5 & 6 students providing backing music.

ASSEMBLIES
Assemblies are held every Friday morning at 9am in the gym. We work through a rotation of P-2, 3-4, 5-6 and whole school / family group assemblies. Whole school assemblies being on the last Friday of the month.

Our assemblies are run by our School Captains and provide an opportunity to celebrate achievements, present awards and communicate important messages. There is always a musical performance of some sort at assemblies. Year levels are rostered on to give a presentation showcasing their current learning focus.

HOMEWORK
The homework expectations are the same at both our campuses. For the preps, that just means some home reading each night. It’s of great benefit for the 1-6s to read regularly at home each night to support the learning they do in school to build decoding, fluency and comprehension skills.

The grade 1-6s will also have some other homework. This is handed out each Friday and is due back the following Friday. Students may be provided with a booklet in which to complete homework or asked to complete online activities on iPads (BYOD Program)

HOME/SCHOOL PARTNERSHIP
An important factor in a child’s schooling is the interest that the parents take in their child’s education. For this reason, we place great importance on the “home/school” partnership and take advantage of all avenues when it comes to involving parents at school.
Key features of our home/school partnership include:

- Class newsletters are sent home at the beginning of each term keeping parents abreast of class routines and expectations, and what is coming up in the school term ahead.
- We have a Meet and Greet event mid-term 1 to give parents and teachers the opportunity to check in and make sure the year has started well.
- Late in term 3 we have a Celebration of Learning Evening to give students the opportunity to show their parents a selection of the work they have been doing that year.
- Informative written reports are sent home at mid-year and end-of-year. Mid-year reports come with the offer of a follow up Parent Teacher Interview (P-2) or 3 Way Conversation (3-6...has the students involved). End of year reports come with the offer of a follow up Parent Teacher Interview (P-6).
- Parent Liaison Reps (PLPs) are in place for each class to support a home-school connection, but also to provide feedback to school leadership.
• School Council provides parents the opportunity to be involved in key decision-making for our school. School Council has 9 parent representatives at any given time. Elections are held in March.
• Chances to be involved in many other ways (eg. attending working bees, becoming a PLP, helping out with the fete or concert, attending camps or excursions, helping with barbeques, typing up some student stories, etc) - we understand that not all parents may wish to be involved in classrooms...that’s OK, as there are plenty of other ways to offer support.
• Friendly staff that welcome a chat with parents at any time and take ‘on board’ their concerns or issues in an understanding way.
• We run one major community event each year, alternating between a Fete (next in 2017) and a School Concert (2018). These provide lots of opportunities for parents to get involved.
• Parent helpers are welcomed in the classroom.
• Early each year parents are provided with email addresses for their child’s teacher. Communicating through email is a quick and easy way to deal with organisational issues that don’t require extended conversation.

CLASSROOM HELPERS
Parent helpers in the classroom are greatly valued at our school, enabling us to provide a higher level of support for our students. Parent helpers usually assist with the daily Literacy or Numeracy Program, often taking small groups with a particular task. If you are willing to be a parent helper, just speak to your child’s classroom teacher and work out how you could get involved.

An official Parent Helpers Training Program will commence late in term one (at our Buninyong Campus) and we encourage anyone intending to be a parent helper to come along to those sessions. More details will be sent home early in term 1. Completing this program is not a pre-requisite for helping in the classroom

Note: Parents who go on school camps, excursions or volunteer in classrooms require a Working With Children (WWC) Check. Obtaining a WWC Check is a simple process which we can help parents with.

PARENT LIAISON CONTACTS
There is a Parent Liaison Contact person for every class at each campus. This person assists the teacher to organise certain things, including organising helpers for special activities and events as required. You might consider volunteering to be the Parent Liaison Contact for your child’s class. If this is not for you, consider making yourself known to the Parent Liaison contact and offer your support.

CANTEEN
No longer will we have a canteen manager running our canteen. Since 2015 our canteen lunch orders have been prepared by students and staff from the Ballarat Specialist School.

The canteen is open on Thursdays and orders are made online and must be in by lunch time on Wednesday. See the ladies in the office if you need help understanding how to order lunch online.

LUNCHES BROUGHT FROM HOME
Please pack a realistic quantity of lunch for your child to eat, and also a small snack for morning recess. Children are given time to eat their recess snack as a class and also eat their lunch under supervision at 1.00pm.
SCHOOL NEWSLETTER
A school newsletter is sent home every Tuesday...via email. Please have a read of this each week, as it will contain important dates and other information that you need to know. Let the ladies in the office know if you would like to receive a hard copy of the newsletter. Copies of the newsletter can also be found on the school’s website.

SCHOOL PHOTOS
Individual and class photographs will be taken during the year and parents will be given the option of buying these. School photos will be taken on May 18th and 19th in 2017.

UNIFORM
School Council has made wearing of school uniform compulsory. This includes wearing the school bucket or wide-brimmed hat during Terms 1 & 4 as part of our SunSmart Policy. Wearing of uniform has been made compulsory for a number of reasons, including:

- Making sure our students are well presented
- Making life easier for parents
- Helping children identify with our school and feel like they belong
- Making it easy to identify students when we are on excursions

For a full rundown of the Buninyong PS uniform, see the uniform brochure which is included in school information packs and on the school’s website.

Sew Special in Buninyong and Beleza in Ballarat (22 Doveton St North) stock our uniform and copies of their stock lists with prices appear in parent information packs and on the school website.

Earrings other than studs are strongly discouraged in the interests of safety and to minimise potential injury.

We have some second hand uniform stored at our Buninyong Campus and items are for sale at $5 a piece. Parents are welcome to see the ladies in the office at Buninyong and browse through second hand uniform any time.

Any clothing lost at the Buninyong Campus is sent to the Office. If it is named, it will be returned to the child a.s.a.p.. If it isn’t named, it will be placed in Lost Property, which is located in the administration area. Parents and students are welcome to look through Lost Property at any time. Please make sure your child’s clothing is named clearly, as that makes it much easier for us to return clothing that has been left behind.
BUS SERVICES
We have 3 bus runs that service families who live out of town and attend either campus of our school. This includes transportation of children who live in Buninyong to and from Scotsburn each day. If children live along Mt Mercer or Yendon bus routes, they can catch a bus into the Buninyong Campus and then take the bus to Scotsburn.

See Kathleen in the office for more information about those services. Generally speaking you need to be more than 4.8km from your nearest public school to qualify for free travel.

WORKING BEES
Throughout the year, we have community working bees to help keep our school a safe and pleasant environment. Your support of these is very much appreciated. We usually have just 2 or 3 working bees each year.

OFFICE HOURS (Buninyong Campus)
The ladies in the office know more than anyone about what’s happening at our school. They can be contacted any time between 8.30am and 4.30pm.

SENDING MONEY TO SCHOOL
All money sent to school for excursions should be placed in the excursion envelope (as provided) with the child’s name, grade, purpose and amount enclosed. Permission notes should be attached to the outside of the excursion envelope.

AFTER SCHOOL CARE
The YMCA run After-School and Vacation Programs in the gymnasium at our Buninyong Campus. The regular Mon-Fri program operates from 3:30-6pm. A program also operates on curriculum (pupil-free) days. These programs are especially convenient for parents with children who attend Buninyong Primary School. Contact the YMCA on 5329 2800 or 0409 790 689 for further details or to register your child.

ATTENDANCE AND ABSENCES
If a child is absent for any reason, it is good for the school to receive a written explanation. This also applies if the child is to be collected from school prior to 3.30pm. On these occasions, parents should sign their child out at the general office and then collect their child from the classroom.

PUPIL FREE DAYS
Schools are allocated 4 pupil free days per year for staff professional development and for reporting and assessment. On these days the school will be closed for students. Advance notification will be given on these closures.
ANNUAL FEES AND CHARGES
We try very hard to provide the best possible learning resources and environment for our students whilst keeping costs for parents as low as possible.

In the second half of term 4 a list of Fees and charges is sent home to all families. This comes with a full explanation of all fees and charges. The charges include a book pack for all students. The packs purchased through the school offer excellent value as we can buy in bulk and without incurring GST.

Parents are asked to supply one book bag and an art smock. These items should be clearly labelled.

DEALING WITH HEAD LICE
Head Lice can cause a great deal of frustration for everyone concerned, so we do our best to keep on top of the problem by dealing with the issue promptly as it arises. The idea is that we call our Head Lice Check nurse in to check every child in a class where there is a case of live head lice reported. That report can come from a parent or from the class teacher.

Each child will be given a Head Lice Check Report indicating what was found.

Classes that have been checked by our head lice nurse in a given week will be listed in the newsletter, so parents can go looking for reports that might not have found their way out of school bags.

If a child is found to have live head lice, we are required to contact their parents and have them collected. They can come back as soon as they are treated, which could be later that day.

CUSTODY – LEGAL ORDERS
Where a custody or legal order has been made and the parent wishes it to be implemented by the school, a copy of relevant documentation must be presented to the principal. Once such legal documents have been sighted by the principal, the school is bound to follow the conditions specified.

If the order exists but has not been sighted by the principal then the school must act as if both parents have equal rights.

SCHOOL NURSE
Our school has access to the District School Nurse (Heather Feldman), who visits each year to undertake an examination of each prep student.

Nurse Heather is always available as a source of information and advice with regards to health issues and takes referrals if we believe a child would benefit from an examination or medical support/intervention of some kind. Let us know if your child has a medical issue and you need advice from Nurse Heather.
**INFECTIOUS DISEASES**

DEECD (Department of Education and Early Childhood Development) has very clear guidelines relating to infectious diseases. These stipulate when students ought to be kept or sent home and for what period of time. The ladies in the office at Buninyong can help with advice, which will be based on the table that appears on the following page.
INFECTIOUS DISEASES — EXCLUSION FROM SCHOOLS.

The Principal has the right to exclude children according to the following table, under the Infectious Diseases (Exclusion from School) Regulations 1984. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever exclusion and determination of recovery will be matters for the Medical Officer of Health.

“Contact” means child of school age or preschool age living in the same house as the patient, “patient” includes carrier and “school” includes any preschool centre, kindergarten, primary school or post primary school. A patient or contact shall be prevented from attending school unless conditions hereunder prescribed are complied with.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Patient shall be excluded from school —</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Until fully recovered. Note: Some remaining scabs are not an indication for continued exclusion.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until at least two negative nose and throat swabs have been obtained at intervals of not less than 48 hours, the first swab taken not less than 24 hours after cessation of antimicrobial therapy.</td>
<td>If domiciliary, to be excluded and released after investigation by the Medical Officer of Health.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before 7 days after onset of jaundice.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until a medical certificate satisfactory to the Department of Health is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least 7 days from the appearance of the rash or a medical certificate of recovery is produced.</td>
<td>To be excluded for 13 days after last contact unless medical documentation or prior infection of immunisation is provided.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Until a medical certificate of recovery is produced.</td>
<td>If domiciliary, to be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Pediculosis</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate.</td>
<td>Not to be excluded. Close contacts should be inspected regularly for signs of infestation.</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>For 4 weeks or until a medical certificate of recovery is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>For at least 14 days from onset and also until a medical certificate of recovery is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Until fully recovered and at least 4 days from the onset of the rash.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Streptococcal Infections (inc. Scarlet Fever)</td>
<td>Until a medical certificate of recovery is produced.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until a medical certificate if produced stating that the patient is no longer infectious.</td>
<td>Not to be excluded.</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid Fever</td>
<td>Until three successive negative faecal and urine cultures obtained at 24 hour intervals, commencing at least 72 hours after cessation of specific therapy.</td>
<td>Not to be excluded unless directed by the Medical Officer of Health.</td>
</tr>
</tbody>
</table>