INTRODUCTION

Buninyong Primary School is very lucky to have a second campus at Scotsburn, delivering a completely different schooling experience to that provided at the larger Buninyong Campus. At Scotsburn the classes are multi-age and the smaller school allows a more personal and community based schooling experience. Having said that, our children have access to all of the resources and programs run at Buninyong, which is not the case for most small rural schools.

The appeal of the Scotsburn Campus is growing, as is its numbers. In 2017 we will again be running with 3 full time classes and the students will participate in their specialist subjects on site at Scotsburn.

Our teachers for 2017 are Rebecca Wood (junior class), Shaun O’Loughlin (middle class), Kelly Geddes (senior class) and Deb Hunter (specialist classes). Shaun will again be the campus head at Scotsburn. If you ever have any concerns or questions, please feel free to contact Shaun as your first port of call.

Contact Details

Scotsburn Campus
Phone: (03) 5341 3496
Fax: (03) 5341 3061

Buninyong Campus
Phone: 5341 3560

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
SCHOOL VALUES

At Scotsburn 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
9.05am - Spelling Mastery
10.00am - Brain Break – small healthy snack/drink
11.00am - Recess – eat morning tea inside
11.05am - Recess – children go outside
11.30am - Classes commence
1.00pm - Lunch – eat lunch inside
1.10pm - Lunch – children go outside
2.00pm - Classes commence
3.30pm - Students 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 observes the following holidays in 2017:
* Labour Day March 13th
* Easter Monday April 17th
* Queen’s Birthday June 12th
* Ballarat Show Day TBA

PLEASE NOTE: Preps don’t attend school on Wednesdays in February. Early in the year they need a day off midweek to re-charge the 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.

<table>
<thead>
<tr>
<th>Buninyong Campus</th>
<th>Year Level</th>
<th>Number of Classes</th>
<th>Teachers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>X4</td>
<td></td>
<td>Nicole Phillips, Paige Gibson, Anastasia Anderson &amp; Sandra Davie</td>
</tr>
<tr>
<td>Grade 1</td>
<td>X4</td>
<td></td>
<td>Cindy Armstrong, TBC, Michelle Probert &amp; Georgia Martin</td>
</tr>
<tr>
<td>Grade 2</td>
<td>X4</td>
<td></td>
<td>Helen Arts, Nanette Jackson, Paul Wilson &amp; Dani Eddy</td>
</tr>
<tr>
<td>Grade 3</td>
<td>X3</td>
<td></td>
<td>Ness Scoleri, Roz Schomburgk, Bianca Alvarez-Harris &amp; Katie Adamson</td>
</tr>
<tr>
<td>Grade 4</td>
<td>X4</td>
<td></td>
<td>Aaron Coulter, Renee McCormack, Mark Muldoon &amp; Vanessa Belsar</td>
</tr>
<tr>
<td>Grade 5</td>
<td>X4</td>
<td></td>
<td>Daniel Spalding, Scott McGlynn, Jess Thornton &amp; Jessica Germain</td>
</tr>
<tr>
<td>Grade 6</td>
<td>X3</td>
<td></td>
<td>Jarrod Morgan, John Oellering &amp; Barb Brokenshire</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Scotsburn Campus</th>
<th>Year Level</th>
<th>Number of Classes</th>
<th>Teachers</th>
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</thead>
<tbody>
<tr>
<td>Junior Class</td>
<td>1</td>
<td></td>
<td>Rebecca Wood</td>
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<tr>
<td>Middle Class</td>
<td>1</td>
<td></td>
<td>Shaun O’Loughlin</td>
</tr>
<tr>
<td>Senior Class</td>
<td>1</td>
<td></td>
<td>Kelly Geddes</td>
</tr>
</tbody>
</table>

**Other Roles & Staff**

<table>
<thead>
<tr>
<th>Specialist Staff</th>
<th>Teachers</th>
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</thead>
<tbody>
<tr>
<td>Music</td>
<td>Steve Skilbeck</td>
</tr>
<tr>
<td>Art</td>
<td>Michelle Noyce</td>
</tr>
<tr>
<td>PE</td>
<td>Claire Morris</td>
</tr>
<tr>
<td>Japanese</td>
<td>Narelle Sullivan, Deb Hunter</td>
</tr>
<tr>
<td>Scotsburn Specialist</td>
<td>Deb Hunter</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Literacy Intervention</th>
<th>Joy Hoey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Staff</td>
<td>Barb Martin, Kathleen Cassells, Robyn Batrouney &amp; Tracey Stevens</td>
</tr>
<tr>
<td>Teacher Aides</td>
<td>Gaye Murphy, Rebecca Findlay, Kim Dargaville, Ann-Marie Seare, Claire Brisbane, Sharon Shreck, Raquel Elsey &amp; Sylvia Wallace</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Shane Pearce</td>
</tr>
</tbody>
</table>

Scotsburn Campus Parent Handbook 2017
FINDING YOUR WAY AROUND

To help you navigate your way around the Buninyong Campus, the following map will be useful.

CURRICULUM

Like all mainstream schools in Victoria, our curriculum is centred on AusVels, which is 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 2-hour and 1-hour block is devoted to these subjects respectively each day.

We are also proud of the fact that in 2017 we will again be able to offer specialist teaching in the areas of ‘The Arts’ (Visual Art, Music, Drama & Dance) Physical Education with elements of Outdoor Education and also Japanese at the Scotsburn campus.

Music - Our Music Program includes sequential lessons for each year level, but also provides numerous opportunities for children to pursue their interests and extend their skills. Children are welcome to participate in guitar or keyboard via our visiting guitar and keyboard teachers. Every second year we have a school concert, which is next scheduled for 2018.

Physical Education - Our Physical Education Program is well supported by a newly upgraded oval and multi-purpose building. The program includes many opportunities for the Scotsburn campus students to combine with the Buninyong campus in 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 the Scotsburn campus, all students actively participate in learning Japanese. The program offers opportunities for the students to speak, read and write the Japanese language.

The Arts – Students from all year levels have a weekly session focusing on various aspects of art. This is always popular with the students as they get to experience a broad range of art forms as they progress through the school. The combination of both the performing and visual arts will certainly be a highlight at Scotsburn.

INTERVENTION PROGRAMS

At Scotsburn we are committed to catering for all students. Our teachers are very skilled at structuring lessons to cater for the needs of all students. Literacy and numeracy lessons will begin with a whole-class focus and explicit teaching, but then students will break into ability 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

MiniLit is an evidence-based early literacy program. It is a practical, systematic, explicit and effective model for teaching reading skills. MiniLit is specifically aimed at Year 1 readers, but may also be appropriate for some Year 2 students. It is an integrated and balanced program of 80 carefully structured lessons, divided into two levels of forty lessons each:
- Teaching the basics of letter/sound knowledge and decoding skills for CVC words
- Extending word attack knowledge by teaching commonly used digraphs and longer words

MultiLit caters for students who need to build on their basic skills to become functional readers. The two main components are:
- Word Attack Skills which help students to decode text by associating sounds with letters or groups of letters. The three components of Word Attack Skills are accuracy, fluency and spelling. A placement test is used to determine the appropriate starting point in the program. A specific sequence is adhered to and is presented in hierarchical order of difficulty.
- Sight Words enable lower-progress readers to access text quickly. Knowledge of the most frequently occurring words in text allows readers to access a great deal of the text they encounter without having to resort to decoding skills that they might not have yet mastered. It incorporates learning the new words, achieving automaticity, and ensuring the words are in the student’s longer-term memory. A placement test is used to determine the appropriate starting point in the program.
Numeracy Intervention – In 2014 we introduced a numeracy intervention program (Quicksmart), which aims to build basic number sense and mental computation skills. This has been delivered on a daily basis to small groups of children across the school that have been identified as most in need of this support. We are confident this will continue to make a big difference for the children concerned.

Program for Students with Disabilities – School leadership works closely with parents and classroom teachers to ensure that any eligible child undergoes the necessary testing and receives 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.

LEARNING TECHNOLOGIES

Our school has invested heavily in Learning Technologies (computers - both desk tops and lap tops, Interactive Whiteboards, Apple TV’s, iPads & Digital Cameras) 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 Apple TV. In 2017 the preps through to the grade 3s will have sets of iPads in their classrooms and the grade 4, 5 & 6 students will bring to school their personal iPads to ensure anytime access to learning, while also strengthening the bond between education and learning at home. 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 and high-level skills, in IT (Information Technologies). We aim for all of our students to leave us well-equipped, with strong IT skills that will enable them to be competitive in the 21st century workforce.

LIBRARY BORROWING

Children have the opportunity to borrow books from our school library when we visit Buninyong for whole school assemblies (approximately once per month). 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.
STUDENT WELLBEING

We are proud of the classroom and yard environment we have at Scotsburn, 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. The newsletter will keep you informed of the themes being covered so you can reinforce key messages at home. We are excited about the impact our Social Emotional Learning Program and Family Group sessions will have for 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 campus 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. It’s important to us that the playground environment is positive, where students have a range of options for play. The Scotsburn community has worked hard to create an attractive yard that has a variety of play options for the kids. We want to keep on bringing about improvements to make our school environment better still.

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.

Act of Kindness – We are part of the Act of Kindness program and at each whole school 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.
ENVIRONMENTAL FOCUS
The school has a strong environmental focus, with children caring for chickens, a lizard, tending to a vegetable garden, seed propagation & tree planting. Our Scotsburn Campus is a Landcare school, and children are involved in programs and excursions in conjunction with the local Landcare group.

We recently were awarded a grant to plant an Indigenous Garden, which is now established.

COOKING PROGRAM
The Friday rotation of gardening, cooking and Positive Ed Team Building activities continues. A highlight is when the children cook using produce from their vegetable garden.

Each week the cooking group prepare, cook and serves a meal for themselves. Parents are notified when their child will be cooking via the newsletter at the start of each term.

Children will continue to use the produce from the vegetable garden as much as possible and set the table with the emphasis on correct procedure and manners.

The cost of the cooking program will be $15 a semester, which equates to $30 for the year. A parent roster to help with this program is organised, one parent helping with cooking, the other helping with gardening.

MONDAY ASSEMBLIES
At Scotsburn, our Grade 6 students are provided with the responsibility of running a whole school assembly every Monday morning. This is a great opportunity for them to develop their leadership and public speaking skills. Parents are most welcome to attend (toddlers always welcomed).

FRIDAY ASSEMBLIES AT BUNINYONG
We will meet at the Buninyong campus in the courtyard on a Friday when it is a whole school assembly. At 9am we attend assembly then the students will spend 30 minutes in the Library, mobile computer lab and also the school gym. After recess we will return to Scotsburn by bus for the remainder of the day.

NUT FREE SCHOOL
Our campus is a nut free school. We ask all parents, staff and community to ensure children’s lunches, cooking program and community functions to be nut free as we have students who are anaphylactic.

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 will eat their lunch under supervision at 1.00pm.
COMMUNITY FUNCTIONS
The community has a welcome picnic early in the year and a couple of casserole evenings throughout the year. We also have regular morning teas, which are great opportunities for parents to get together and to talk to Shaun. At the end of each year we have a Christmas breakup which is always good fun.

HOMEWORK
The homework expectations at Scotsburn are the same as at the Buninyong Campus. For the preps, that just means some home reading each night. It’s of great benefit for the Grade 1-6 students to also read regularly at home each night. The grade 1-6 students will also have some other homework. This is handed out each Friday and is due back the following Friday. Each child is provided with a homework exercise/scrapbook to complete most homework tasks in.

SCHOOL NEWSLETTER
A school newsletter is sent home every Wednesday...via email. A section specific to Scotsburn is always included. 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 are generally taken in May of each year. Details of how to order will be sent home prior.

CAMPS AND EXCURSIONS
Our children join in with the major camps along with the Buninyong students. Following is a description of each of our major camps.

Prep-2 Sleepover
A highlight on the calendar every year at Scotsburn is the **P-2 Sleepover** in term 4. In the evening we play some games, have a sing-along, watch a movie, have some supper and then hopefully get some sleep!
Grade 3 Queenscliff Camp

Description:
This camp is usually held in term 2 or 3 depending on availability 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. 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: Approximately $170

Grade 4 Anglesea Camp

Description:
This camp runs in term 2, 3 or 4, depending on availability of the 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, regaining 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:
This camp is usually held in term 2 and is a 2 night stop over 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:
This camp is usually held in term 4 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 or train 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

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**DAY EXCURSIONS**
Our Scotsburn students are fortunate to be involved in a variety of excursions throughout any given year. These are seen to be of enormous benefit to the children, giving them broadened educational experiences which also have a great social benefit.

Permission forms to participate are included on notices containing information about the excursion.

**SWIMMING AND GYMNASTICS**
Many of our students participate in a Gymnastics (Grade P-2) and Swimming (Grade P-6) program each year. These programs are delivered by qualified staff and offer great learning for our students. Dates will be announced early in the year and the costs are not covered by the Local Excursion Levy.

**FETE/CONCERT**
We alternate these two big events, each being our major fundraiser for the year. The concert is held on even years in term 3 at Founders Hall, University of Ballarat. 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 evening. 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.

**REPORTING STUDENT ACHIEVEMENT**
Reporting Student Achievement – Like other schools, we report student achievement in a variety of ways, including:

- **3 Way Conversations** – We hold 3 Way Conversations late in term 1 each year for our grade 3-6 students. These present as an opportunity for:
  - Students to talk about their learning (5 mins)
  - Teachers to give a brief assessment of how the student is travelling (5 mins)
  - Parents to ask questions (5 mins)

- **Parent Teacher Interviews** – We hold these for our P-2 students at the end of term 1 and then late in the year (after end of semester 2 reports have gone out) for P-6. We have developed a template to guide the Parent - Teacher Interview routine.
  Note: If parents have concerns that will take more than 15 minutes to work through, we encourage them to make a separate appointment. Three Way Conversations should not just focus on the
positive aspects of the year to date. If there are problems, an effective way of turning things around is to talk about them with the 3 key stakeholders in the one room….the child, the parent & the teacher. This of course needs to be done in a respectful way with a focus on what we want to see in the future.

- **Individual Student Progress Reports** – These are distributed at the end of Terms 2 and 4. It is very important that reports are meaningful to parents and clearly indicate levels of performance/achievement.

**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 (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 occur early in term one 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 which don’t include their own children, require a Working With Children (WWC) Check. Parents who work in classrooms that do include their own children don’t need a 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.

UNIFORM
School Council has made the 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 also have quite a bit of second hand uniform stored at our Buninyong Campus and items are for sale at $5 each. Parents are welcome to see the ladies in the office at Buninyong and browse through second hand uniform 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.

SCHOOL COUNCIL
The Buninyong Primary School Council meets monthly and has 8 parent representatives. You might consider joining if you are interested in what happens behind the scenes and would like to be part of the decision making process. School Council elections are held in March each year and Scotsburn has 2 representatives on this body.

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 co-ordinate an 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 usually operates on pupil-free days. These programs are especially convenient for parents with children who attend Buninyong Primary School, including the Scotsburn Campus. Contact the YMCA on 5329 2800 or 0409 790 689 for further details or to register your child.
AFTER SCHOOL MEETINGS
Shaun, Bec, Kelly & Deb are required at whole staff meetings straight after school every Monday. As such, if you need to speak with either of them, it would be appreciated if you left that to an alternative time.

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.

PUPIL FREE DAYS
Schools are allocated 4 pupil free days per year for 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.

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 one towards the end of each term.

SCHOOL PHOTOS
Individual and class photographs will be taken during the year and parents will be given the option of purchasing these.

ANNUAL FEES & CHARGES
We try very hard to provide the best possible learning environment for our students whilst keeping costs for parents as low as possible. 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 also asked to supply, one book bag and an art smock. These items should be clearly labelled.

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. 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 the ladies in the 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.

**CANTEEN LUNCH ORDERS**
Each Thursday, students may order a lunch order that is provided through the Ballarat Special School. Information on how to do this will be in the early newsletters of Term 1. Scotsburn parents, on a roster system, collect the orders from the Buninyong canteen for the students at Scotsburn. As the canteen is so busy, and the Scotsburn campus numbers are becoming bigger, the parent collecting the lunches will need to be at the canteen at 12.30pm to help pack the lunches.

**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.

**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.

**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 person 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.

**SCHOOL NURSE**
Our School Nurse (Heather Feldman) 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 support of some kind. Let us know if your child has a medical issue and need advice from Nurse Heather.

**INFECTION 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. Shaun or 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.</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>