

# *Dunkeld Consolidated School*

## *No. 6215*

*We are a Child Safe School and we will protect all children at all times.*

## Information Booklet 2025



**Dunkeld**  
CONSOLIDATED SCHOOL No. 6215  
*'Optima Semper'*

Dunkeld Consolidated School  
93 Victoria Valley Road  
DUNKELD VIC 3294  
T: (03) 5577 2384  
W: [www.dunkeld.vic.edu.au](http://www.dunkeld.vic.edu.au)  
E: [dunkeld.cs@education.vic.gov.au](mailto:dunkeld.cs@education.vic.gov.au)

Find us on 

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# Welcome to Dunkeld Consolidated School

## WELCOME

We are excited to have your child join us here at Dunkeld Consolidated School. We know that this time is an important and special part of your child's education, and that for many families, especially those that have a child starting school for the first time, this is a big change. We are here to help and believe that an important part of a successful school experience is a partnership between school and families.

We think Dunkeld Consolidated School is a pretty special place with a unique culture and setting. Our school's vision is to provide a safe and supportive environment that enables students to always be their best in becoming respectful, resilient members of the community. We ground our teaching and learning in the school values of Achievement, Respect and Resilience, while being committed to maintaining a school that is a safe and inclusive environment for all.

At the centre of our teaching and learning is your child, and it is for that reason that we encourage all families to take the time to get to know our staff, our school, and become familiar with the information provided in this booklet.

We would also like to take the time to let you know that our school offers a range of opportunities for parents to become involved. Classroom helpers, assistance in the library, school sporting events, and involvement in the School Council and various sub-committees are all wonderful ways to build connection with the school and cement a sense of belonging.

To the students that will commence with us this year, on behalf of the school WELCOME!  
We cannot wait to help shape your future and build those memories of a wonderful primary school experience.

## SCHOOL TIMES

For a smooth start to the day, parents are requested to have their children at school by 9:00am. **Children are not to arrive before 8:45am** unless prior arrangement is made with the Principal, as staff are not on duty until 8.45am.

- 9.00am School begins
- 10.00am Fruit Break
- 11.00am Recess
- 11.30am Classes resume
- 1.30pm Lunch
- 2.20pm Classes resume
- 3.25pm Home

## SCHOOL WEBSITE, FACEBOOK PAGE AND NEWSLETTER

The school newsletter is published twice per term and is available online only. Wednesday is Newsletter distribution. The school newsletter and website provide information about school events and activities, as well as our school policies. The school Facebook page shares information to our community and showcases the wonderful things happening in and around our school. The School and Community Newsletters are also available online from the school website. I highly recommend regularly logging onto this and even making it your home page: **[www.dunkeld.vic.edu.au](http://www.dunkeld.vic.edu.au)**

# Statement of Values and School Philosophy

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## PURPOSE

The purpose of this policy is to outline the values of our school community and explain the vision, mission and objectives of our school.

## POLICY

Dunkeld Consolidated School is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The programs and teaching at Dunkeld Consolidated School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

This policy outlines our school's vision, mission, objective, values and expectations of our school community. This policy is available on our school website, in our staff handbook, and in the school information book for new students and their families.

To celebrate and embed our Statement of Values and Philosophy in our school community, we

- display posters and banners that promote our values in our school
- celebrate our values in our school newsletter
- provide awards and recognition for students who actively demonstrate the values
- discuss our values with students in the classroom, meetings and assemblies.

## VISION

To provide a safe, engaging, and supportive environment allowing students to always be their best as resilient, respectful members of the community.

## OBJECTIVE

Our school's objectives are considered as part of the 4 yearly strategic planning process and reflected in the goals listed in our current School Strategic Plan (SSP). We also develop an Annual Implementation Plan to operationalise the goals and key improvement strategies contained in our SSP.

## VALUES

The following three values are considered to be reflective of the qualities that will support the expectations, norms and shared focus of the school:

- Respect
- Resilience
- Achievement

**Five key concepts are regularly visited and reinforced through classroom activities and games:**

- **Treat Others as You Would Like Them to Treat You**
  - If someone is unlike you, seek to understand them. We value respect and tolerance.
- **Be Brave – Participate to Progress**
  - School is about stepping bravely into the unknown. The unknown is often uncomfortable. The braver you are the more you learn. We value courage and resilience.
- **Pursue Your Personal Best No Matter Who You Work With**



- We do not come to school to be better than others. We come to school to better ourselves by being able to work with others. We value persistence and diligence.
- **Have Reasons For the Things You Say and Do**
  - If you do not know why you are doing something, then don't do it because it is most likely wrong. We value kindness and empathy.
- **It Takes Great Strength To Be Sensible**
  - We do the right thing because it is the best thing to do. We value honesty and self-control.

## BEHAVIOURAL EXPECTATIONS

Dunkeld Consolidated School acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community and culture. We acknowledge a shared responsibility to create a positive learning environment for the children and young people at our school.

As principals and school leaders, we will:

- model positive behaviour and effective leadership
- communicate politely and respectfully with all members of the school community
- work collaboratively to create a school environment where respectful and safe behaviour is expected of everyone
- ensure all parents/carers are aware of the expectations outlined in the Department's Respectful

Behaviours within the School Community Policy

- behave in a manner consistent with the standards of our profession and meet core responsibilities to provide safe and inclusive environments
- plan, implement and review our work to ensure the care, safety, security and general wellbeing of all students at school
- identify and support students who are or may be at risk
- do our best to ensure every child achieves their personal and learning potential
- work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly
- respond appropriately when safe and inclusive behaviour is not demonstrated and implement appropriate interventions and sanctions when required
- inform parents of the school's communication and complaints procedures
- ask any person who is acting in an offensive, intimidating or otherwise inappropriate way to leave the school grounds.

As teachers and non-teaching school staff, we will:

- model positive behaviour to students consistent with the standards of our profession
- communicate politely and respectfully with all members of the school community
- proactively engage with parents about student outcomes
- work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly
- work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs
- communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents
- treat all members of the school community with respect.

As parents and carers, we will:

- model positive behaviour to our child
- communicate politely and respectfully with all members of the school community, in line with the Department's Respectful Behaviours within the School Community Policy.
- ensure our child attends school on time, every day the school is open for instruction
- take an interest in our child's school and learning
- work with the school to achieve the best outcomes for our child
- communicate constructively with the school and use expected processes and protocols when raising concerns
- support school staff to maintain a safe learning environment for all students

- follow the school's processes for communication with staff and making complaints
- treat all school leaders, staff, students, and other members of the school community with respect.

As students, we will:

- model positive behaviour to other students
- communicate politely and respectfully with all members of the school community
- comply with and model school values
- behave in a safe and responsible manner
- respect ourselves, other members of the school community and the school environment
- actively participate in school
- not disrupt the learning of others and make the most of our educational opportunities.

As community members, we will:

- model positive behaviour to the school community
- treat other members of the school community with respect
- support school staff to maintain a safe and inclusive learning environment for all students to utilise the school's processes for communication with staff and submitting complaints.

### **UNREASONABLE BEHAVIOURS**

Schools are not public places, and the Principal has the right to permit or deny entry to school grounds (for more information, see our Visitors Policy).

Unreasonable behaviour that is demonstrated by school staff, parents, carers, students or members of our school community will not be tolerated at school, or during school activities.

Unreasonable behaviour includes:

- being violent or threatening violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space
- speaking or behaving in a rude, aggressive or threatening way, either in person, via email, social media, or over the telephone
- sending demanding, rude, confronting or threatening letters, emails or text messages
- discriminatory or derogatory comments the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students.

Harassment, bullying, violence, aggression, threatening behaviour and unlawful discrimination are unacceptable and will not be tolerated at our school.

Unreasonable behaviour and/or failure to uphold the principles of this Statement of Values and School Philosophy may lead to further investigation and the implementation of appropriate consequences by the Principal.

At the Principal's discretion, unreasonable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action.

Inappropriate student behaviour will be managed in accordance with our school's Student Wellbeing and Engagement Policy and Bullying Prevention Policy.

Our Statement of Values and School Philosophy ensures that everyone in our school community will be treated with fairness and respect. In turn, we will strive to create a school that is inclusive and safe, where everyone is empowered to participate and learn.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in transition and enrolment packs
- Made available in hard copy from school administration on request

## RELATED POLICIES AND RESOURCES

Department of Education policies and resources:

- Work-Related Violence in Schools Policy
- Respectful Behaviours within the School Community Policy

Dunkeld Consolidated School Policies:

- Student Wellbeing and Engagement Policy
- Inclusion and Diversity Policy
- Bullying Prevention Policy
- Parent Complaints Policy









# School History

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Dunkeld State School No. 183 began as a National School on 22 October 1855 with the first Head Teacher being James Fraser. It was in an apartment in a small house attached to Templeton's Hotel. Patrons were William Martin (Chairman), James Ritchie, Andrew Templeton and Alexander McDonald. In 1856 there were 27 children on the roll. In April 1857 Mr Marmaduke Fisher and his sister were appointed to the School which was then held in a spare room at Gwyther's Hotel. A new school was built that year, a stone building, across the creek from the police station. This school was poorly built and had to be vacated in 1868.

The school obtained the number 183 in 1863. Lessons were transferred to a wooden building in 1868 when the stone building was declared unsafe. A new school was built for approximately £400 on the site on the main highway and opened in 1871. It was added to later and there were 135 pupils on the roll in 1883.

In 1889 a wooden residence was built for Head Teacher John Lord. The rent was £36 a year. Consolidation was first moved for in 1944 with a meeting attended by representatives from Mirranatwa, Victoria Valley, Karabeal, Warrayure and Croxton East.

A Group School was formed in 1952 and this changed to a Consolidated School at the beginning of 1956 with Alan Smith Head Teacher. Buildings first used were on the old site (3 rooms), the Methodist Sunday School Hall and from 1953 some buildings at the present site on Victoria Valley Road. Although the school is still a Consolidated School it is now only Prep to Year 6.

In 1910 the Royal School of Dunkeld Scotland and the Dunkeld State School exchanged flags. The flag from Scotland was unfurled on Empire Day 1910. The box containing the flag was made from a larch tree which was one of the first of these trees ever grown in Scotland. This box and flag are on display at the Dunkeld Museum. During the school's 150<sup>th</sup> Anniversary Celebrations in March 2006 a further exchange of flags between the two schools occurred.



The school's most recent major additions have been the construction of a new school hall, completed in early 2021, under the State Government's Permanent Modular School Buildings (PMSB) Program and an open learning teaching area funded under the Federal Government's Building the Education Revolution (BER) project in 2011.



## **Glenthompson Campus**

Glenthompson Primary School Number 947 opened in February 1869 with 20 pupils. New rooms were added in 1932, 1957 and 1962. The Glenthompson Primary School became a campus of the Dunkeld Consolidated School in 1998. The Glenthompson Campus was de-staffed in March 2012 due to low enrolments and was closed on 7 October 2013.

# Dunkeld Consolidated School Staff

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Principal: Mr Brad Smallman

Teaching Staff: Mrs Anne Gilbert

Miss Sarah Gordon

Miss Nicky Lowe

Mrs Jackie McShane

Mrs Jackie Mibus

Mrs Naomie Phillips

Tutor Learning Initiative: Mrs Alyce Wilson



(Please be aware that the current teaching staff and the year levels those staff currently teach may be subject to change for 2025).

Business Manager: Mrs Terrie Nicholson

Teacher Aide: Ms Helen Trahar

## Department of Education Staff (shared between schools)

Mobile Area Resource Centre (MARC)  
Library: Mrs Suzanne Smith

Technical Support: Mr Sai Teja Cherukuri



# Starting School

Starting school is an exciting time in the life of your child. The first year of schooling is a very important one. Together teachers and parents can provide the support and the encouragement needed to make your child's introduction to school both enjoyable and successful.

*We believe that the transition from home to school or from Kindergarten to School can be assisted if parents:*

- provide a wide range of experiences for their children
- talk to their children
- read to their children
- are positive about the school and the teachers
- provide opportunities for their children to mix with and trust other adults, and
- look on school as a happy and secure place

It is important for you to be aware that each child is different. Some children will be just starting to handle writing implements while others will be writing their names. Some will be wanting you to read to them while others will want to do the reading.

It is not helpful to compare your child's rate of development with other children in the class or with brothers and sisters as children learn to read, write and become numerate at different rates (just as they learned to talk).

## Enrolment

Enrolment forms are provided to the Kindergarten, late in Term 3.

## Immunisation and birth certificates

When enrolling your child, in accordance with the Department of Education instructions we need to sight and take copies of the following documentation:

- your child's birth certificate, is required as proof of age, and
- your child's immunisation record.



## Before school starts

Before school starts, you might like to:

- Point out the school as you drive past
- Talk about road rules and road safety
- Discuss the dangers of talking to and/or accepting rides from strangers
- Teach your child his/her name and address
- Check to see whether your child can recognise his/her own name, and
- If your child has not eaten a packed lunch you might like to have some 'practice runs' during the holidays. Check the time taken to eat it. **Past experience has shown us that too much food is often packed for the Prep child. One round of sandwiches (or alternative), a water bottle, a piece of fruit and a snack is usually ample.** A piece of fresh fruit preferably already prepared (cut up and in a container) or dried fruit (apricots, sultanas etc) is required for 'fruit break' at 10.00am.

## Once school starts

You will be curious to know what is going on at school and may question your child about the activities of the day. Do not be concerned if your child is not anxious to talk. He/she will tell you about school when they are ready. A good question to ask is "can you tell me something good that happened today?"

You can assist us by making sure your child comes home to a quiet activity and that he/she gets the required amount of sleep.

If you are concerned about any matter or you have some questions, you are always welcome to contact the school to discuss these with your child's teacher or the Principal. Please make an appointment as this will assist us.

### ***The first month at school***

For February, Prep children will attend school four days a week, for normal school hours on Mondays, Tuesdays, Thursdays and Fridays. **On Wednesdays in February they will not be required to attend.** These arrangements are in line with current Department of Education guidelines. There is no early dismissal for Prep children.

To ensure a happy, smooth intake, you are asked to be at school on the first day, before 9.00am and accompany your child to the classroom. The teachers will then show them where to place their belongings. For the month of February parents are requested to collect their children from the classroom after school (unless they travel by bus).

If your child has difficulty settling at school during the first few days, then the teacher may suggest that you stay for a while before saying goodbye.

From the first Monday in March the children will commence normal school routine. They will then attend every day of the week with the older children.

Please be on time to pick up your child. It can be very traumatic if you are late and your child thinks you have forgotten him/her. Please ring the school and leave a message if you are delayed. Staff will care for your child until you arrive.

### ***What your child will need***

You will need to provide the following items:

- A school bag large enough to hold school satchel, lunch box etc.
- Fresh fruit for 'Fruit Break', morning tea, lunch and a drink.
- A change of relevant clothing "just in case" (placed in a labelled bag and kept in school bag).
- An old shirt or apron to act as an Art Smock (for health reasons this will be returned periodically to be washed).
- Appropriate footwear for Physical Education.
- A broad brimmed (school uniform plain navy) or bucket hat from September to April. Baseball caps are not approved by the Anti-Cancer Council as appropriate hats where the school is a recognised "Sun Smart School". The Dunkeld Consolidated School Council provides each new Prep student with a bucket hat on their first day of school.
- A "garden" jacket and rubber boots (optional) for colder weather.

**All belongings and clothing, including shoes, should be clearly labelled with your child's name (including items purchased from the second-hand clothing stall).** It would be advantageous to show your child where the label is located on each item.

### ***Parent Payment***

At the commencement of each school year a requisites charge is set which provides all students with classroom requisites - student diary, School Satchel (Prep), Scrap Books, Clipboards, Display Books, Binders, Exercise Books, Jotters, Document Wallets, Marking Pens, Pencils, Pens, Glue Sticks etc.

Students are charged for their own personal consumables and are encouraged to take care of their personal items. Separate charges for performances, excursions or incursions will be payable to the school as the event arises.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary.



In today's environment we rely on parent contributions to supplement what is provided by the government to provide the level of education you expect for your children. Every effort is made to keep the cost of items and activities to a minimum so that it remains affordable for all parents.

The ongoing support of our families ensures that our school can offer the best possible education and support for our students. This has made a huge difference to our school and the programs we can offer. The yearly requisite list will be provided to parents prior to the beginning of the school year.

Our school understands that some families may experience financial difficulty and offers a range of support options, including:

- Camps, Sports and Excursions Funding (CSEF) available to eligible families.
- State Schools Relief Support available for uniforms/footwear.
- Second-hand uniforms.
- Local community support.

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, please contact Mrs Terrie Nicholson, Business Manager on 5577 2384

### ***Camps, Sports and Excursions Fund (CSEF)***

The Camps, Sports and Excursions Fund (CSEF) will provide payments for eligible students to attend camps, sports and excursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125.00 per year will be paid for eligible primary school students, with \$225.00 per year paid for eligible secondary school students. Payments will go directly to the school and be tied to the student.

Parents or legal guardians are required to complete a CSEF application form and lodge it with their child's school for processing.

Application forms should be completed and lodged with schools before the end of Term 2 each year as payments are made each year during Term 3. However, schools will be able to accept and process applications up until the end of Term 3 each year.

Application forms are available for download from:

<http://www.education.vic.gov.au/about/programs/health/Pages/csef.aspx>

or printed copies are available from the school.

### ***Reading with your child***

One of the most important things you can do for your child is to explore books together. Encourage children to read by reading aloud to them. This gives them a solid foundation for future success:

- **Reading to** your children enables them to hear and enjoy books they would be unable to read alone.
- **Reading with** your children happens when you share a book together.
- **Reading by** your child is when they read books to you.

Children who are beginning readers:

- are learning how to handle books
- are finding out about how reading works – where a book starts and which way the print goes
- like to look at books and enjoy being read to
- often like hearing favourite books over and over again
- use their memory of the story and pictures when attempting to read on their own

Much of the Prep Year Program involves children being actively involved in developmental learning activities.



This promotes the development of:

- foundation skills in Literacy, Numeracy and Technology
- relationship skills (co-operating, sharing etc)
- manipulative skills
- problem solving and decision making skills, and
- children's self-esteem.

The Prep Year is a preparatory year which aims to develop in each child:

A DESIRE TO LEARN

AN AWARENESS OF SCHOOL ROUTINES

INDEPENDENCE

A RESPECT FOR THE RIGHTS AND OPINIONS OF OTHERS

THE ABILITY TO WORK CO-OPERATIVELY



*Dunkeld Museum Excursion*

# Dress Code

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School uniform is compulsory at Dunkeld Consolidated School. All students are expected to be in uniform at all times unless a note is provided to explain why the child is not in uniform or if there is a special activity where parents are notified that school uniform is not to be worn. School excursions generally require students to wear full school uniform.

The wearing of uniform enhances the school image and creates a sense of individual pride in students and their identification with the school. It also helps to prevent the problems of social isolation due to children not having the fashionable “brand name” clothes. The school uniform provides children with comfortable and appropriate clothing to participate in a wide range of activities.

Students are to wear appropriate black school shoes or boots. Please make sure that your child can remove and put on their own shoes or boots. Shoelaces are not recommended in Prep/Year One for this reason. Thongs or open-toed sandals are not appropriate school wear and will not be permitted. Please ensure your child has appropriate footwear for physical education, garden and sport sessions.

Students with long hair are required to wear a hair tie to assist with the safety needs of a particular activity. Hair ties, ribbons and headbands are required to be NAVY or WHITE. Neatly tied back hair also helps to minimise the transmission of head lice.

Minimal jewellery, for example a watch and pair of plain ear studs/sleepers, is acceptable. However, anything dangling at the ears, hanging around the neck or wrist or, worn on a finger can be a safety hazard in the playground and are not acceptable. Make up and nail polish are also not acceptable.

We ask you to ensure that your child/children is/are appropriately dressed for the weather. During the winter months, coats, scarves and beanies are allowable when outdoors. We suggest navy to be a suitable colour for these items. These could be worn to and from school and at recess and lunch time, but not during class.

**School Council provides each new Prep student with a school hat.**

Our uniform is of excellent quality and reasonably priced. Please contact the school office for assistance in the purchasing of new and second-hand clothing or if families have any difficulties obtaining the prescribed school uniform, please contact the Principal.

We keep some spare clothing at school in case of emergencies. Donations of school uniform no longer required at home are appreciated, as there are times when a student is wet or muddy and we are unable to contact parents.

## **ALL YEAR ROUND**

The following items may be worn all year round, with either the summer or winter uniform:

### **Jumper or Vest**

- School rugby jumper with school logo (optional).
- Navy woollen jumper or navy crew neck windcheater.

### **Polo shirts**

- Royal blue long or short sleeved.

### **Rain Jacket** (new item)

- School rain jacket (will be available in 2025).

### **Socks or tights/stockings**

- Navy blue or white socks.
- Navy blue tights/stockings.

### **Footwear**

Appropriate footwear is to be worn. Black school shoes, black runners with full black sole or pull-on black school boots are permitted. No thongs or open-toed sandals are permitted. Black runners can be worn every day. Runners with colour can be worn on scheduled PE days and on school sports days.

## SUMMER UNIFORM

### Girls:

- Dresses - Blue and white checked dress.
- Shorts/Skorts - Tailored navy blue shorts or skorts without decoration or brand name.

### Boys:

- Shorts - Tailored navy blue shorts without decoration or brand name.

## WINTER UNIFORM

### Beanies

- School beanie.

### Skivvies

- Plain royal blue skivvy.

### Girls:

- Tailored navy trousers.
- Plain, navy blue track pants without decoration or brand name.
- Tartan trousers, skirt or pinafore.

### Boys:

- Tailored navy trousers.
- Plain navy blue track pants without decoration or brand name.

### Hats are to be worn from 1 September to 30 April.

Navy school hats are provided to each new Prep student by School Council. New school hats can be purchased from the Dunkeld Consolidated School office.

### House Sports uniform for girls and boys

Royal blue (Sturgeon House) or red (Wannon House) polo shirt with navy blue shorts/skirt/skort.

Students representing the school in SGSSA, zone or regional events will be loaned school uniform items for these events e.g. spray jackets, polo shirts or singlets.



### ALL ITEMS OF SCHOOL UNIFORM NEED TO BE CLEARLY NAMED.

School rugby jumpers (80% wool, 20% nylon) may be ordered through the Dunkeld Consolidated School office. New Prep parents have an opportunity to do this during the formal 'Kindergarten to School Transition Program' held during Term 4.

All other uniform items may be sourced locally or online, including the tartan pinafore from Accurate Clothing in Hamilton.

*"Love the place ... excellent atmosphere, surroundings, teachers and opportunities."*

# Curriculum Programs

As a parent you are your child's first teacher. You can continue your valuable role by sharing in the learning and teaching that is happening in your school. As you would have noticed at home, children develop at different rates. Similarly, at school children progress uniquely, picking up some things quickly, needing more time for others. When learning new things children need the conditions to be right and they need to be ready.

In each classroom, teachers will be fostering a safe and happy environment where students are valued, praised and encouraged to take risks or 'have a go'. In junior school classrooms, play is an important part of the curriculum. School learning is related to real life learning as children are encouraged to make sense of the world around them through real life experiences.

Positive student outcomes are encouraged by:

- planning a curriculum that will challenge and motivate students
- allowing students the opportunity to develop their talents in various ways
- providing a stimulating learning environment which caters for students' individual needs
- encouraging students to produce their best standard of work
- creating a friendly, happy learning environment where students feel that the school belongs to them, and
- the Early Years Literacy philosophy being extended throughout the school.



## Curriculum programs

The programs at Dunkeld Consolidated School are presented in the following ways:

- English
- Mathematics
- Physical Education
- The Arts – Visual Art and Music, Craft (Music will be subject to availability)
- Stephanie Alexander Kitchen Garden (SAKG) program
- Inquiry Based Learning - Science, Technology, Health, Humanities-Humanities skills, Economics, Geography, History
- Cultural Studies
- Wellbeing – The Resilience Project





## Digital Technologies



### eSmart School

Dunkeld Consolidated School is an eSmart School. eSmart Schools is a framework created by the Alannah and Madeline Foundation, and adopted by the Department of Education, making it a mandatory program for all Victorian schools. eSmart Schools is a behaviour-change initiative in over 2,200 schools across Australia. eSmart Schools provides a framework that guides the introduction of policies, practices and whole-school change processes to support the creation of a cyber-safe or eSmart environment. The eSmart Schools framework is designed to help schools improve cyber safety and reduce cyber bullying and bullying.

At the beginning of each school year parents are to read and discuss the “Digital Technologies Code of Conduct and User Agreement” with their child, then sign the agreement and parent permission form. If parents and students do not agree to abide by the Code of Conduct, students will lose the privilege of using ICT equipment at the Dunkeld Consolidated School.

A school bank of iPads and laptops are available for students for use at school. The students at Dunkeld Consolidated School are expected to use the school’s ICT resources in a manner consistent with the Digital Technologies (Internet, Social Media and Digital Devices) Policy and Code of Conduct and User Agreement and they will be held accountable and responsible for their use.

### Literacy

The school has been implementing the Writers Workshop method by Debra Sukarna for the past five years and introduced the Readers Workshop method in 2022, that will tie in together. Smart Spelling is taught across the school with some older students utilising the Words Their Way Program.

### Numeracy

The school utilises a range of resources for our Mathematics program, engaging with various professional learning opportunities to deliver structured, open-ended mathematics learning focusing on developing fluency in numeracy. Students are offered a wide range of hands-on inquiry learning tasks to build and consolidate their knowledge of topic areas.

### Literacy Intervention Programs

The school has access to MiniLit and MultiLit, a special teaching program designed for young children in and around Years 1 and 2 who may require support to learn to read.



*“A wonderful centre for learning. A credit to teachers, students and all involved with this great little school.”*

## Stephanie Alexander Kitchen Garden Program

The Dunkeld Consolidated School is thrilled to be a Stephanie Alexander Kitchen Garden school. We have a very strong and supportive community of local families and we invite parents, grandparents and community members to become “Friends” (volunteers) of this wonderful, enjoyable and educational program for our children and all involved. Donations of produce, seedlings etc are most welcome.



The fundamental philosophy that underpins the Stephanie Alexander Kitchen Garden Program is that by setting good examples and engaging children’s curiosity, as well as their energy and their taste buds, we can provide positive and memorable food experiences that will form the basis of positive lifelong eating habits.

As a Kitchen Garden school, we have committed to a dynamic and innovative model that sees kitchen and garden classes run

weekly, enabling skills-based, authentic learning that extends across the entire school curriculum.

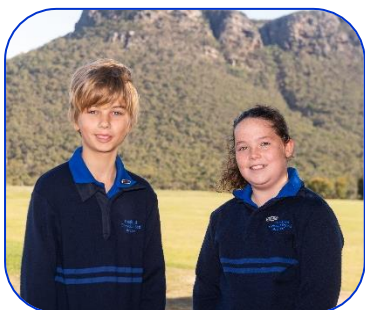
Prep to Year 6 students spend time in the garden each week, commencing in Term 2.

All classes will alternate between gardening and cooking lessons in the kitchen. There they learn skills that will last them a lifetime, and discover just how much fun it is to grow and cook their own seasonal vegetables and fruits. Students may have a shared meal at the end of their kitchen lesson and contribute to help cover the cost of ingredients.

Please visit the Stephanie Alexander Kitchen Garden Foundation website for further information about the SAKG program: [www.kitchengardenfoundation.org.au/](http://www.kitchengardenfoundation.org.au/)



## School Leadership Program



The school has a Student Leadership Program where senior students are encouraged to participate in the operation and decision-making process in the school.

The positions that make up the leadership group will be School Captains, Sports Leaders, and Student Representative Council (SRC). These positions are filled through an application process for some positions and by an election process for others.

There are also positions for Class Captains for each class. These positions are rotated each term.

## Buddy Program

At Dunkeld Consolidated School, we operate a Buddy Program between our youngest and oldest students. Each Prep student is allocated a big Buddy to work with throughout the year. They meet on a weekly basis to work together on a variety of different learning activities. The relationships built through this very important program have many benefits to all the children involved. For example, the Preps get to know the biggest children in the school in a positive way, which makes them feel more comfortable in the playground and also helps them to learn new skills. It also gives them people to go to for help if they are unable to locate a teacher during a recess period. For the older children, it gives them a sense of responsibility to mentor our youngest students. They need to be great role models in terms of behaviour, uniform and school procedures. The older children relish taking on their role as big Buddies, having experienced the benefits of the program themselves when they were younger.





## Physical Education (PE) and Sport

An intensive swimming program is conducted in February with the assistance of parents. House Swimming Sports are held in February followed by District Swimming Sports in February or March. We are a member of the Southern Grampians Schools Sports Association (SGSSA). House Athletics Sports are held during the year (normally in November). The school times its Swimming, Athletics and Cross Country House Sports to take place after the children have received adequate training and preparation in their Sport/PE Program. Children are encouraged to continue on and compete at District, Zone and State level wherever possible.

### Sturgeon and Wannon – House Teams

Children are allocated to a sports house team when they first enter school. These teams are Sturgeon (blue) and Wannon (red). There is always keen competition between the houses especially during the annual swimming and athletics sports. On these House sports days Wannon competitors wear a red shirt and Sturgeon competitors wear a blue shirt.



### Social Service and Student Representative Council (SRC)

Social Service is the raising of funds by teachers and students throughout the year. This may include events such as 'Genes for Jeans', 'Daffodil Day' and 'Do It For Dolly'. The intention is that all monies raised are targeted towards registered charitable organisations or current, local causes which may occur.

#### Aims:

- To create and develop children's awareness of community civics and citizenship.
- To develop a local and global view of children's place in their world.
- To educate children about charities which exist at a local, national and international levels.
- To give children a voice in the distribution of raised funds.
- To develop the children's independent organisational and decision-making skills in a fundraising context.

At the beginning of the year, Student Representative Council (SRC) will discuss and plan the fundraising events to be conducted throughout the year and the specific charities they wish to distribute raised funds towards. With teacher assistance, children will draw from their research and interest, to decide on charities to support on an annual basis.

In general, SRC and Year 6 leaders will assist with the organisation and running of social service fundraising events in conjunction with parent volunteers.

### Reporting Student Performance

Student reports are based on the Victorian Curriculum, which is the set of standards and indicators developed by the Board of Studies to allow teachers to judge if a child has reached the appropriate standard at various points in their education.

Information about your child's performance is provided as follows:

|        |   |
|--------|---|
| Term 1 | <ul style="list-style-type: none"><li>• Opportunity for parents and class teachers to meet and discuss their student's needs.</li><li>• Samples of work are provided regularly through a parent teacher app called Compass.</li><li>• Parent/Student/Teacher Interview at the end of Term 1.*</li></ul> |
| Term 2 | <ul style="list-style-type: none"><li>• Samples of work are provided regularly through a parent teacher app called Compass.</li><li>• Written report sent home at the end of term.</li></ul>  |
| Term 3 | <ul style="list-style-type: none"><li>• Samples of work are provided regularly through a parent teacher app called Compass.</li><li>• Parent/Student/Teacher interview at the end of Term 3.*</li></ul>   |
| Term 4 | <ul style="list-style-type: none"><li>• Samples of work are provided regularly through a parent teacher app called Compass.</li><li>• Written report sent home at the end of term.</li></ul>  |

*\*Maybe subject to change.*

**Parents can arrange an interview at any time of the year. Parents are asked to make themselves known to their child's teacher.** It is an important partnership that will assist their child's education. Parents are encouraged to make comments in their children's diaries as appropriate.

## ***Homework***

Homework should be regarded as an extension of the child's learning. It should be enjoyable, challenging and strengthen an interest in learning. It should provide opportunities in which the parents/carers and the child/children can share learning experiences and for parents/carers to understand better what the child is doing at the school.

### **Homework in the Early Years (Prep to Year 2):**

- Will generally not exceed 20 minutes per day and could include:
  - Reading (with, or to, parent/guardian) every night. A reading record is to be signed daily.
  - Learning sight words.
  - Practice tasks associated with classroom curriculum (e.g. spelling words, times tables and homework sheets).
- Gathering information or materials to share or use in class.
- Completing tasks for specialist programs for example, Reading Support and Speech Therapy.

### **Homework in the Middle Years (Years 3 to 6):**

- Will generally not exceed 30 minutes per day.
- Reading independently, with, or to parents. A reading record is to be signed daily.
- Spelling words practice.
- Practice tasks associated with classroom curriculum (e.g. spelling words, times tables, unfinished classroom tasks, research and projects).
- Completing tasks for specialist programs for example, Reading Support and Speech Therapy.

It is felt that children can be encouraged to develop good work habits by being asked to do some work at home. Please encourage and help your child with this work. As they continue further with their education, they will be expected to take responsibility for their own learning. Homework in their early years of schooling should help develop positive attitudes for the future.

Children take books home each night to consolidate their 'reading for meaning' skills. Parents are encouraged to become involved with their child's reading by showing a genuine interest and hearing their child read. Teachers develop the reading skills, but parents can assist greatly with the reading practise that is vital to a child becoming a competent reader.

## ***Excursions and Camps***

The educational programs planned at this school have a special emphasis on actively involving students in their own learning. Excursions and Camps are an important way of getting this involvement.

From time to time, the children will go on excursions so that they will have direct experiences related to their class studies. A Permission Form allowing children to participate in local excursions (which may or may not involve a cost to cover travel/entry expenses) will be sent home for each excursion. Parents will be required to sign a medical indemnity form giving permission for the teacher in charge of an excursion to arrange for any medical emergency that may arise if contact with the parents cannot be made.

Excursions and camps are carefully planned so that children will have a new learning experience. These are an integral part of your child's education and as such, we expect that you will allow your child to participate.

In the case of a camp, parents will also be required to fill in and sign a camp/excursion Student Medical History Form. This form also includes a Permission to Attend slip and a Medical Indemnity Form, all of which need to be signed before a student can attend the activity. If applicable, parents must provide the school with an Asthma Action Plan completed by the student's medical practitioner.



Camps for 2025 will be confirmed early in the year.

The School Camps Program is heavily subsidised by the Dunkeld Consolidated School Council through fundraising, thus making all camps and excursions affordable to all families. Parents may elect to make payment in full or by instalment by the due date.

### ***Extra Curricula Activities***

The school conducts or promotes several extra curricula programs and activities that complement the regular programs. These include:

- Group Days - Cultural and Sport
- Environmental activities including Junior Landcare/Water Watch
- Visiting performers presenting various areas of the Arts
- Visiting the Performing Arts Centre (PAC) in Hamilton for a theatre experience
- Participating in community events including Australia Day, ANZAC Day, Remembrance Day
- Swimming
- Athletics
- Basketball
- Cross Country
- Golf
- Netball
- Cricket
- Football
- Hockey
- Woolworths Junior Cricket Blast
- Auskick



We try to involve local schools in Group Days to provide cultural, sporting and social experiences.





## Graduation Ceremony

We believe it is important to acknowledge the achievement of graduating from Primary School and to this effect hold a special celebration for Year 6 students at the end of fourth term. Each child is presented with mementoes in the form of a pen, a group photo and a fiction book funded by the School Council.

The Graduation ceremony provides an opportunity for the school community to reflect on the successes and achievements of the Year 6 students and remember their journey through the primary years. It is also a time to look forward and wish these students the very best in their future schooling and life.

The Graduation Committee of Year 5 parents/carers is established at the beginning of Term 4. The staff decide the ceremony date, time and venue. The Graduation Committee organises decorations for the ceremony. The school organises a meal for the Year 6 children, their parents and invited guests, with funding support from School Council.

The Graduation program is discussed by the Principal and staff, and will remain flexible from year to year.



Year 6 Students 2024

# School Council/Parental Involvement

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We encourage parental involvement; your participation in the school is vital to our operation, you may wish to be a classroom helper, a Friend of the Kitchen and/or Garden, or nominate for School Council.

Any time you can give to the school is greatly appreciated by both the teachers and children. Parents also have the opportunity to participate in the decision-making processes at school through School Council and its sub-committees.

## 1. School Council

The School Council is a legally constituted body that:

- sets the vision
- determines the priorities
- establishes the mechanisms to ensure that accountability is in place, and
- ensures that the school is responsive to the local community

The School Council works in partnership with the Principal in setting the goals and priorities of the school's Strategic Plan. They usually meet on the fourth Tuesday of each month at 7.30pm. A Meeting Schedule is distributed early in the year.

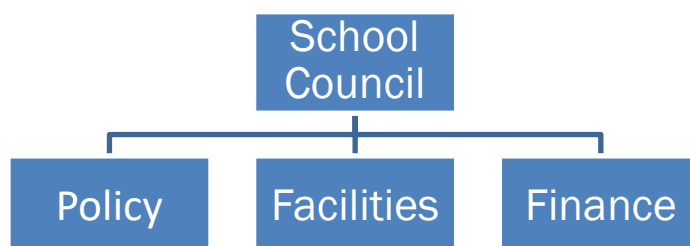
Sub-Committee meetings are held once per month.

Elections for School Council are usually held in March each year. Council Members are elected for a two-year term with half the council being elected each year. Parent representatives must be parents/guardians of currently enrolled students. Where a parent is employed in any state operated school, they may stand within the parent category as a "Department of Education Parent" but the number of these representatives reduces the number of other parents. Staff from the school are elected within their own category as Department of Education employees. Community members with special expertise may also be co-opted to the Council.

The Principal is the Executive Officer of the School Council. Serving members may stand for re-election at the expiration of their term provided their child is still enrolled at the school at the time of the election.

The School Council can consist of up to fifteen members, which includes eight parents, five Department of Education (including the Principal as Executive Officer) and two community members.

## 2. School Council Sub-Committees



All members of the Dunkeld Consolidated School community are most welcome to participate in the Policy and Facilities sub-committees where they may offer their expertise and assistance. Please feel free to contact the convenor to find out about meeting times and dates.

The school grounds are managed by the Facilities Sub-Committee to ensure a smooth working relationship between the Department of Education and the Grampians Cricket Club. The School Council currently has two other active groups namely, the Fundraising Working Party and the Grampians Cricket Club Working Party.

## Parental Involvement

We welcome the participation of all parents and friends in the life of the school. During the school year you may be asked to help with the following:

- hearing reading
- covering Library books
- supervision on excursions and visits
- individual and small group work
- making teaching aids
- working in the gardens and grounds
- helping as a “Friend” of the Stephanie Alexander Kitchen Garden (SAKG) program
- assisting with the Swimming Program

School Council or the sub-committees may also request your assistance at various times. This may include:

- working bees
- gardening
- lawn mowing
- fundraising, and
- minor maintenance jobs and other ways to support and maintain the school



Author Workshops



# Administration and Resources

## ***Safety, buses, bikes and parking***

The safety of your child/children is of the utmost importance. The children should only be in school buildings when the teacher is present. Children will be supervised from **8:45am until 3:30pm** unless they are with their parents or at a supervised program.

If you wish to collect your child early you must notify the office and/or the child's teacher. You must also advise the school if your child is going to be late.

Let us know immediately if your child comes home during the day as your child's welfare is our major concern.



Parents/carers are required to submit an application form for their student or students (eligibility conditions apply) to travel on either the Mirranatwa or Woodhouse school bus runs. **Application forms are available from the school office.**

An 'Application for Adhoc Travel' form must be submitted to the school office for any students (who are not eligible school bus travellers) who may wish to travel on either of the school buses on a one-off basis.

### **Conditions of Bus Travel – Safety Requirements**

*To ensure the safe travel on school buses, students must agree to the following:*

- At the bus stop do not play on the road or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Do not throw anything from a bus window or have anything hanging out of the window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner.
- Stay in your seat while the bus is moving.
- Do not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus only cross the road when the bus has left and it is safe to do so.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Seat belts must be worn where fitted.



**It is important for safety reasons that behaviour on the school buses is of the highest standard. Parents are asked to support us by reinforcing this.** For any change of travel arrangements, please send a note or make an entry in the child's diary so it can be put in the bus book. A late change may mean a phone call. We will not take the student's word for a change in bus travel.

Parents are asked to be on time for the school bus both morning and evening as a delay means all families further along the run are inconvenienced.

### ***Late Arrival or Early Departure***

Should your child be arriving at school after 9.00am or you are picking them up early for a medical appointment etc, you must sign your child in or out at the school office.

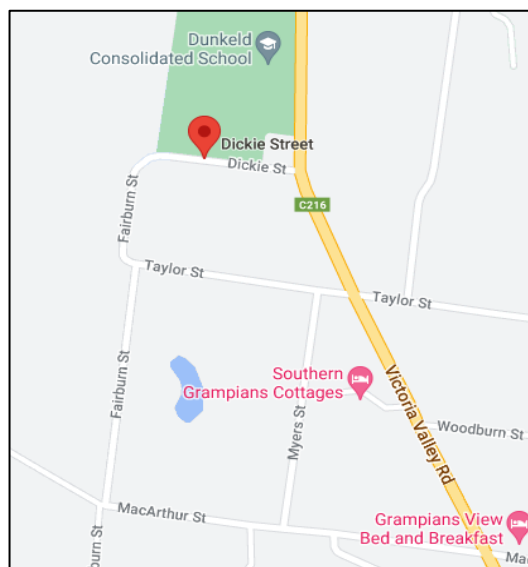
## Parental/Carer Drop Off and Pick Up Guidelines

Dunkeld Consolidated School's grounds are supervised by school staff before school **from 8.45am until 9.00am**. Supervision at the end of the school day will be provided until **3.40pm**. Outside of these hours, parents need to be available to supervise students.

Please refer to the guidelines below regarding school traffic and share with family members:

- Vehicles are to enter the zone via the gateway labelled IN and exit the zone via the gateway labelled OUT.
- Vehicles will exit the OUT gateway, then travel east along Dickie Street, giving way at Victoria Valley Road. **As there are pedestrians and bike riders at this intersection, we ask drivers to be very cautious and mindful of this.**
- This new area is a **'drop and go'** or **'collect and go'** space, so we ask that drivers do not exit their vehicle. This will ensure smooth traffic flow.
- Vehicles should make their way into the new driveway, working their way around to the end of the area with the bollards, before students exit the vehicle.
- **Student should ONLY exit their vehicle when they are within the bollards' area**, walking safely along the bollard line until they reach the entrance space. If vehicles are not within the bollard area, then please ensure students wait for the vehicle to be in the correct location before exiting.
- Staff will be supervising this area, with student safety the priority.

If you need to come into the school/office please feel free to park in the staff/visitors' carpark, or on Victoria Valley Road.



Thank you for your cooperation with this project to help keep our children and families safe.

**Strictly no children to be dropped off or picked up on the racecourse side of the road.**

Students are encouraged to ride or walk to school. It is both healthy and an opportunity to reinforce road sense. Please help us teach the road rules and have the correct equipment for the children. Children **MUST** wear their safety helmets to ride to school. If children are sharing the road with cars, they must behave in a most responsible manner. On shared cycle/walk paths, cyclists must be careful at corners and with pedestrians.

## Lunch Orders



The external school lunch order provider is Izzy's Café, Dunkeld.

Lunch orders are available on Tuesday and Thursday.

Students place their orders, written on a brown paper bag with money enclosed, in a specially marked cardboard box outside the school Admin office. Please send correct money if possible. A price list is sent home with the Newsletter at the beginning of each year and updated from time to time. The pricelist is also available on the school website: [www.dunkeld.vic.edu.au](http://www.dunkeld.vic.edu.au)

## Newsletter

The School Newsletter is published twice per term. A copy is emailed out to each school family. **Please check the school website to read the Newsletter, as it contains important information.** The School and Community Newsletters are both available online from the school website: [www.dunkeld.vic.edu.au](http://www.dunkeld.vic.edu.au)

Throughout the year a variety of notices are also sent home, so please look out for these also.

## Library

The Library is used both for enjoyment and research work. Parents are encouraged to make sure children borrow regularly. The Mobile Area Resource Centre (MARC) Van spends one day a fortnight at Dunkeld (Thursdays). Children are instructed in library skills and are able to borrow books from the MARC Van. Children may also borrow from the school library.



## School Photographs

School photos are taken annually (normally in April or May), in full winter school uniform. Parents will be notified in advance of packages available and the cost. Please make sure your child is in appropriate uniform for the school photos.

## Private Property, Valuables and Money

The School cannot take responsibility for all valuables being brought into the school. Money should be brought in a clearly marked envelope and handed to the teacher. **Parents should be aware that private property brought to school by students is not insured nor is the Department of Education or the school responsible for that property.** Valuable items such as expensive toys, radios, mobile phones, radio controlled toys etc must not be brought to school unless permission is sort and received.

Any parent who wishes to have their child attend school with a mobile phone must provide a logical reason and seek Principal approval via a 'Request for a student to bring a Mobile Phone to School' form. Strict conditions will accompany any approval. Mobile phones are handed into the front office on arrival at school and collected from the office at 3.30pm.

## Lost Property

**Please ensure that all children's clothing and personal property is clearly labelled with his/her name.** (A ballpoint or white-out pen works quite well.) Parents are also requested to check the "Lost Property" box (located in the Sick Bay) on a regular basis. Items not claimed at the end of term are sent to charity shops.

## ***Visitors to our school***

**ALL** visitors to our school, including parents and relatives of our students, are required to sign a Visitors Book at the school administration office upon arrival and will be given a school lanyard or badge to wear while they are on the school premises. Similarly, visitors are required to 'sign out' in the Visitors Book at the end of their visit and hand in their school lanyard/badge. As a Child Safe School this is a requirement of *Ministerial Order No. 870*.

Under the *Summary Offences Act 1966* and subsequent amendments, the Principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

# Student Wellbeing

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## Medication, Asthma and Allergies

In the interest of safety, no medicines will be administered by teachers or staff unless written permission and instructions are given by parents. All medication and instructions must be given to the teacher to look after. If this is necessary, please assist us by providing medication in the original packaging that indicates your child's name, the dose required and the time the medication is to be given. Signed parental permission is required.

Medication (other than for Asthma) cannot be kept in school bags or classrooms. All medication (other than Asthma medication) taken at school, must be administered under the supervision of a staff member, with the details documented.

Parents must notify the school of any Asthma attacks their child has had and must provide the school with a current Asthma Action Plan, completed by the student's medical practitioner. A puffer (and spacer) should be provided to the school for the student's use. Parents must also notify the school of any allergies that their child may have.

## Illness and Absences

It is important that your child attend school regularly; but if she/he is sick, home is the best place to be. If a child becomes ill at school, he/she is rested in the sick bay. The parents are notified if the child should be taken home.

When your child has been absent from school you are required to supply the school with an explanation for the absence, this can be done via the student diary, Compass School Management System parent app, which informs each teacher directly. The school may also be notified of absences through our school website <https://www.dunkeld.vic.edu.au/page/190> or by contacting the school office on 5577 2384.

Although it is sometimes unavoidable that family holidays occur during the school term, this is very disruptive to your child's education. Where possible, holidays should be during the school holidays or, if the period needs to be longer, adjacent to holidays. Teachers cannot be expected to set special work or "catch your child up" if they have been on a family holiday during teaching time.

Parents will be contacted if continued absences are recorded.

*"We wanted to say thanks for the care you showed for our son today. It was really appreciated and we were very grateful for it. We both love Dunkeld School and the care and affection you all showed today was really heart-warming, so thanks." (DCS parents)*



## Inclement Weather and Sun Smart



When weather is too wet, hot or windy an announcement will be made and children will be supervised in the classrooms.

Hats are compulsory from September to April but they may be worn throughout the year if desired. As the school is a recognised "Sun Smart" school by the Anti-Cancer Council, "no hat, no play" is School Policy. It is advisable for the children to leave a hat at school. The school hat should be worn because it offers best protection from the sun and is identified as part of the school uniform. Baseball caps are not recognised as being an appropriate hat by the

Anti-Cancer Council and therefore are not acceptable. The school provides a free hat to incoming Preps. New school hats may be purchased from the school office.

Please discuss with your child the importance of playing in the shade on hot days and having frequent drinks of water. The school is air-conditioned. There is no early dismissal on hot days.



## Emergency Information

Emergency information is contained on a database held at school. Information is updated each year at re-enrolment; please notify the school of any changes to address, phone number, doctor, work, emergency contacts etc, as they occur, as it is important that we have accurate information for our records.

Please make sure you give the school two emergency contact numbers which are current and are **NOT** the child's parent or guardian. This is **VITAL** in cases of emergency. Parents will be contacted first if there is a problem with a child but if neither parent can be contacted then the emergency numbers are contacted. These are usually grandparents or friends who live in the district.

It is suggested that parents keep their Ambulance cover up to date. Ambulance transport can be a huge, unexpected expense if you are not covered.

## Bushfire At-Risk Register (BARR)

### School preparations for the bushfire season

Each year, to prepare for bushfires and grassfires, schools and early childhood services complete a range of activities.

The Department of Education runs an annual fire risk assessment of schools and early childhood services. They are allocated a category of risk (categories 0 to 4) and are published on the Bushfire At-Risk Register (BARR). All schools and early childhood services listed on the BARR and Category 4 list will also close when a Catastrophic fire danger rating day is forecast in their fire weather district.



When the Bureau of Meteorology provides public fire danger rating forecasts or fire weather warnings, they use fire weather district areas. In Victoria, there are 9 fire weather districts, which are based on Local Government Area boundaries. Our school is in the South West fire weather district.

As part of preparing our school for the fire season, we have updated and completed our Emergency Management Plan and conducted any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters.

What does this mean for our school?

Our school has been identified as being at risk of bushfire or grassfire and is a Category 3 school.

Our school will close on a day forecasted as Catastrophic fire danger rating in the South West fire district.

What is the Department's policy?

The Department's Bushfire and Grassfire Preparedness Policy requires all schools and early childhood services on the BARR and the Category 4 list to close when a Catastrophic fire danger rating day is forecast in their fire weather district. All school bus routes which travel in or through a district with Catastrophic fire danger must also be cancelled.

When will our school be closed due to Catastrophic fire danger?

Our school will close on a day forecasted as Catastrophic fire danger rating in the South West fire district. Closure of the school due to a forecast Catastrophic day will be confirmed on the day prior and we will provide you with advice before the end of the school day. Any information regarding potential or confirmed Catastrophic fire danger days will be communicated to you by email, Compass Family App, our school website and school Facebook page.

Once confirmed, the decision to close will not change, even if the weather forecast changes. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to be aware that:

- No one will be on site on days where the school is closed due to a forecast Catastrophic day.



- All bus routes that travel through the Catastrophic area will be cancelled.
- School camps will be cancelled if a Catastrophic fire danger rating day is forecast for fire weather district in which the camp is located, or if the travel involves passing through areas that have Catastrophic fire danger.

Families are encouraged to action their Bushfire Survival Plan on Catastrophic fire danger rating days. On such days, children should never be left at home alone or in the care of older children.

For those of us living in a bushfire prone area, the Country Fire Authority (CFA) advises that when Catastrophic days are forecast, the safest option is to leave the night before or early on the morning of the Catastrophic day.

What can families and the school community do to help us prepare?

- Ensure we have your current contact details, including your mobile phone numbers.
- Keep in touch with us by - reading our newsletters, checking our website [www.dunkeld.vic.edu.au](http://www.dunkeld.vic.edu.au), school Facebook page and Compass Family App by talking to your child's teacher or any other member of the school staff about our Emergency Management Plan.
- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is relocated, undertaking learning from home and/or closed due to elevated fire danger or closed due to a Catastrophic fire danger. Further information can be found on the CFA's website.
- Action your family's bushfire survival plan if your own triggers are met. Our school community may be spread out across many areas and some families may be at higher risk than others. Your family's safety is critical, so please let us know if you are actioning your bushfire survival plan and if your children will be absent on these days.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.

You can find more information on emergencies, warnings and preparedness actions here:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)
- ABC local radio, Sky News and other emergency broadcasters

## ***Disabilities***

Teachers should know if your child suffers from any physical, medical or emotional problems. Please don't overlook this. Children with a disability may be eligible for support through the Department of Education's Disability Inclusion model. Please contact the Principal for more information.

## ***Primary School Nursing Program***

The Primary School Nursing Program is a free service offered by the Department of Education. The aim of the program is "to promote child health and wellbeing and to assist in the early identification of children with potential health related learning difficulties". A health assessment is offered to all Prep students during Semester 1. Relevant documentation will be sent home to all Prep families before the School Nurse visit. For general child health information visit: [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au) or [www.raisingchildren.net.au](http://www.raisingchildren.net.au)

## ***Infectious Diseases***

### **School Exclusion Table**

**Schedule 7: Minimum Period of Exclusion from Primary Schools and Children's Services for Infectious Diseases Cases and Contacts (*Public Health and Wellbeing Regulations 2019*).**

The following table indicates the minimum period of exclusion from Primary Schools and Children's Services required for infectious diseases cases and contacts as prescribed under the Public Health and Wellbeing Regulations 2019 – Schedule 7. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

| Conditions   | Exclusion of Cases   | Exclusion of Contacts  |
|--|--|--|
| Chickenpox   | Exclude until all blisters have dried. This is usually at least five 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.  |
| Cytomegalovirus (CMV) Infection                                    | Exclusion is not necessary.  | Not excluded.  |
| Diarrhoeal illness*  | Exclude until there has not been vomiting or 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 Chief Health Officer.   |
| Glandular Fever (Epstein-Barr Virus infection)                     | Exclusion is not necessary.  | Not excluded.  |
| Hand, Foot and Mouth disease                                       | Exclude until all blisters have dried  | Not excluded.  |
| Haemophilus influenza type b (Hib)                                 | Exclude until 48 hours after initiation of effective therapy.  | 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)                      | 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 by the Chief Health Officer.  |
| Leprosy  | Exclude until approval to return has been given by the Chief Health Officer.   | Not excluded.  |
| Measles  | Exclude until at least 4 days after the 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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) with 144 hours of exposure of any infectious case, 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 5 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.  |
| Poliovirus infection   | 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 Chief Medical Officer.   |
| Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC) | Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer.   | Not excluded.  |
| 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 (including latent 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 (including paratyphoid fever)        | Exclude until approval to return has been given by the Chief Health Officer.  | Not excluded unless considered necessary by the Chief Health Officer. |

#### Regulation 111

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

- Specified in Exclusion of Cases column 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 the Conditions column of that Table; or
- Specified in Exclusion of Contacts column 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 the Conditions column of that Table.
- Diarrhoeal illness includes instances where certain pathogens identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp, Salmonella spp, Shigella spp and intestinal worms, but is not limited to infection with these pathogens.

For further information please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit: [www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion)

Current COVID-19 guidelines and procedures to be followed.

Information about Pediculosis (head lice) may be obtained from the Department of Health website: <https://www2.health.vic.gov.au/public-health/infectious-diseases/head-lice>



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