

Dunkeld Consolidated School

No. 6215

www.dunkeld.vic.edu.au

Information Booklet for 2012



Dunkeld Campus
Victoria Valley Road
Dunkeld 3294
T: 5577 2384
F: 5577 2540
E: dunkeld.cs@edumail.vic.gov.au

Glenthompson Campus
Memorial Drive
Glenthompson 3293
T: 5577 4385
F: 5577 4240
E: dunkeld.cs@edumail.vic.gov.au

Table of Contents

School Community Philosophy	1
School History.....	2
Staff.....	4
Starting School	5
Enrolment.....	5
Immunisation and Birth Certificates	5
Before school starts.....	5
Once school starts	6
The first month at school	6
What your child will need	6
School Banking	7
Parent Payment	7
Educational Maintenance Allowance.....	7
School Start Bonus	7
Reading with your child.....	8
Dress Code.....	9
Curriculum Programs	11
Victorian Essential Learning Standards (VELS)	11
The Early Years Literacy Program	12
Reading Recovery	12
Stephanie Alexander Kitchen Garden Program	13
School Leadership Program	13
Physical Education and Support	13
Perceptual Motor Program (PMP)	14
Reporting Student Performance	14
Homework.....	14
Excursions and Camps.....	15
Australian Sustainable Schools Initiative Victoria (AuSSI Vic).....	15
Extra Curricula Activities.....	16
Graduation Ceremony	16
School Council/Parental Involvement.....	18
School Council	18
School Council Sub-Committees	18
Parents and Friends Association	19

Parental Involvement	19
Administration and Resources	20
Safety, Buses, Bikes and Parking	20
Lunches and Canteen	21
Newsletter	21
Library	21
School Photographs	21
Private Property, Valuables and Money	21
Lost Property	21
Welfare and Discipline	22
Student Code of Conduct	22
Rights and Responsibilities	23
Teacher's Responsibilities	23
Consequences	23
Student Wellbeing	24
Illness and Absences	24
Inclement Weather and Sun Smart	24
Medication	24
Emergency information	24
Disabilities	25
School Nurse	25
Infectious Diseases	26



Welcome to Dunkeld Consolidated School

Dear Parents,

Your child is beginning a new phase of their life as a student at our school, and we wish to extend to your family a warm and sincere welcome to our Dunkeld School Community.

The seven primary years of schooling are a vital educational experience for a young child. It is a great responsibility we share and with your co-operation we look forward to a happy association.

By working together, we envisage that all the children at Dunkeld Consolidated School will develop into successful, caring and thinking members of our community. We believe that a close cooperation between you and the school will greatly benefit your child.

This school where your child will begin or continue their formal education, is one of which we are all very proud. Our aim at Dunkeld Consolidated School is to ensure, through a team effort, that children achieve their personal best and find school a happy and rewarding experience.

If you have any matters of concern or questions, I invite you to contact the school to discuss them.

We encourage parental involvement; your participation in the school is vital to our operation, you may wish to be a classroom helper, work in our canteen, become a member of the Parents & Friends Association or nominate for School Council. Glenthompson parents are also encouraged to be a member of the Glenthompson Management Committee which is a sub-committee of School Council.

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 8:45 am** unless prior arrangement is made with the Principal or Teacher in Charge of the campus, as teachers are not on duty until 8.45am.

- 9.00am School begins
- 11.00am Recess
- 11.30am Classes resume
- 1.00pm Lunch
- 1.50pm Classes resume
- 3.25pm Home

SCHOOL WEBSITE

The school website provides a wealth of information about school events and activities. I highly recommend regularly logging onto this site and even making it your home page:
www.dunkeld.vic.edu.au

Yours sincerely

Pat Gleeson
Principal
T: 5577 2384
E: gleeson.patrick.b@edumail.vic.gov.au
W: www.dunkeld.vic.edu.au

School Community Philosophy

In our philosophy, we acknowledge that a special relationship exists between the school and its community and that this is very important. Schooling is a shared responsibility and therefore we provide opportunities for parents to participate in school activities.

We pride ourselves on providing a safe and caring environment where children are able to achieve their personal best in all areas of the curriculum.

We recognise that we need to equip children to be able to handle the current issues in their lives as well as to prepare them for the future. The school plays a major role in the social and emotional health of each child.

We ensure that we address such issues as:-

- making and maintaining friends
- respect and consideration for people and property
- flexibility, adaptability, sensitivity and empathy
- self esteem, confidence and motivation
- tolerance and co-operation
- a willingness to accept challenges and responsibility
- an ability to judge for oneself, and
- an understanding of the rights of people and an adherence to the rules of society.

Dunkeld Consolidated School is a happy school because children are aware of their rights and responsibilities as well as having a clear sense of purpose in relation to their place in the school.



School History

Dunkeld Campus

S.S. 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 & District



Historical Museum. During the school's 150th Anniversary Celebrations in March 2006 a further exchange of flags between the two schools occurred.

The Advisory Council took over from the School Committee in 1952 and had a name change to School Council in 1976. The Mother's Club was formed in 1928 and its name changed in 1978 to Parent's Club. A Parents & Friends Association was formed in 2006.

Glenthompson Campus

In June 1866 William Bell applied to the Board of Education for aid in establishing a school in Glenthompson. He was backed by a committee representing the different religions - Cornelius Powell (Roman Catholic), Alexander Matheson and William Robertson (Presbyterian), John Brimacombe (Wesleyan), Thomas Allen and Henry Bourne (Anglican) and Thomas Hanson (Ind) and a petition signed by W. Bell, D. Mitchell and J. McLennon.

A weatherboard school with an attached two-roomed dwelling was built at a total cost of £109.6.4½ of which £95 was contributed by the Board of Education, but at one stage, the Board of Education saw fit to point out that "...an expenditure of 4½ pence has been incurred without authority". The architect was W. Bell of Cherrymount and the builder was a Mr. Williamson.



The school opened in February 1869 with 20 pupils, two of whom were adults, and none above Class 3 standard. The teacher's salary was £50 per annum and the fees 1/- per week per child, or 6d per child if more than one child from a family attended.

In 1883 the average attendance was 23 rising to 80 in 1900. During that year the original building was destroyed by fire with H.T. Skewes "...losing everything except a few rolls." Classes were then held in a rented house which was obtained for 25/- per week and also housed the Head teacher and his family, until the new one-roomed school with porch and cloak room and a separate residence were built. The first pupil enrolled at the new school was the late Len Mitchell. The first school committee (for the original school) was William Bell, John McLennon, Cornelius Powell, Benjamin Edwards, John Byrne, John Brimacombe, Thomas Allen and George Mutch.

The one roomed school served until 1932 when a new room was added. During the 1950's when Soldier Settlement saw the local estates subdivided there was a substantial rise in enrolments and this resulted in further building of another classroom and an office - staff room in 1957 and a fourth room in 1962. A well equipped detached multi-purpose room was added later.

Staff

Principal:	Mr Pat Gleeson
Teaching Staff:	Mrs Dee-Anne Gerring Mrs Anne Gilbert Mrs Jane Higgins Mrs Ann Howard Mrs Heather Macgugan Mr Rob Smith
ESO Staff:	Mrs Gaylene Raymond Ms Helen Trahar Mrs Terrie Nicholson
Kitchen Specialist:	Mrs Clare Kennedy
Garden Specialist:	Mrs Lisa McIntyre
MARC Van:	Mrs Elizabeth Beavis (weekly at Glenthompson and fortnightly at Dunkeld)
Technical Support:	Mr Aditya Kangala



Back Row (L to R): Karen Kent, Jane Higgins, Dee-Anne Gerring, Rob Smith, Anne Gilbert, Gaylene Raymond
Front Row (L to R): Ann Howard, Angela Field, Heather Macgugan, Pat Gleeson, Helen Trahar, Terrie Nicholson

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 Pre-school 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 during Term 3.

Immunisation and birth certificates

When enrolling your child, in accordance with the DEECD 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, a drink, a piece of fruit and a snack is usually ample.**

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 come to the school to discuss these with the Principal or your child's teacher before or after school. 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 and Early Childhood Development (DEECD) 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. The P & F Association invites parents to join them at this time for tea or coffee in the school hall. 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
- Morning tea, lunch and a drink
- A change of underwear "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 for Terms 1 and 4. Baseball caps are not approved by the Anti-Cancer Council as appropriate hats where the school is a recognised "Sun Smart School".

All belongings and clothing, including shoes, should be clearly labelled with your child's name. It would be advantageous to show your child where the label is located on each item.

School Banking

School banking is offered through the Commonwealth Bank and the Bendigo Bank. Tuesday is bank day. Application forms are distributed to Prep students early in the year, whilst children from other year levels may request a form and join at any time.

Parent Payment

Each year we ask families to contribute to the quality programs our school offers. These charges/contributions are made so that the school may purchase the materials and requisites that are necessary to effectively deliver the best possible learning experiences across all areas of the Department's Victorian Essential Learning Standards Curriculum. Students are charged for their own personal consumables only.

When necessary the school will use money provided by the Department's Cash Component of the Student Resource Package and other locally raised funds or School Council Reserve Funds to meet any shortfalls.

At the start of each school year your child will be provided with a full set of requisites e.g. student diary, school satchel, glue, pencils etc, including all necessary stationery. Please help us by encouraging the children to take care of requisites.

The yearly requisite list will be provided to parents through the Kindergarten or through school families prior to the end of year.

To assist families, we offer a range of payment options:

- Payment in full
- Payment by instalments
- Payment from the parent portion of the Educational Maintenance Allowance (EMA) - if applicable

Education Maintenance Allowance (EMA)

Any parent/guardian who is in receipt of a pension or has been issued with a Health Care Card in their name is entitled to EMA provided that the child is also listed on the card. The EMA is paid in half yearly instalments. Eligible parents/carers are able to apply for the EMA at the commencement of the year and at the commencement of Term 3. **Strict cut-off dates apply.** These will be published in notices sent home. All eligible parents should apply as the number of parents receiving EMA also assists in the calculation of Government funding for the school.

If you have any queries regarding requisites and/or EMA, then please contact the school.

School Start Bonus (SSB)

Preparing for Primary School, or making the transition to Year 7, is an important time for a child and a big expense for a family. The Victorian Government is helping to ease the strain for families by providing a one-off School Start Bonus (SSB) of \$300.00 for eligible students entering Prep or Year 7.

The SSB helps meet the costs of purchasing school and sporting uniforms, school bags and other school items so that students get the best possible start to school.

From 2012, eligibility for the payment will be based on eligibility for the Education Maintenance Allowance.

For further information please contact 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.



Open Morning at Glenthompson Campus 2011

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



Open Morning at Dunkeld Campus 2011

Dress Code

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 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 and sport sessions. Children are required to remove their shoes prior to entering the classrooms. This allows for much quieter movement in the classrooms, is less wearing on our carpets and keeps our indoor areas much cleaner.

Students with long hair may be required to wear a hair tie at the discretion of a staff member and according to the safety needs of a particular activity. Navy or white hair ties, ribbons and headbands are preferred. 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/ren 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 are not allowable during class.

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

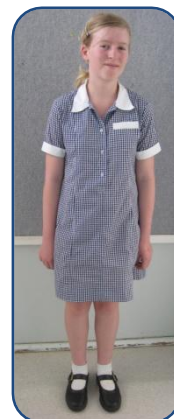
Our uniform is of excellent quality and reasonably priced. Please contact the school office for assistance in the purchasing of new and second-hand clothing or if families have any difficulties obtaining the prescribed school uniform, please contact the Principal.

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

Girls Uniform

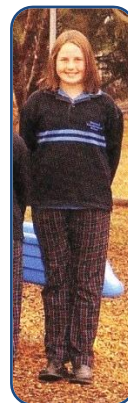
Summer

- Blue/White check dress
- White socks
- Black school shoes or boots
- Tailored navy shorts/skorts with royal blue polo shirt
- Navy woollen jumper or navy crew neck windcheater
- School rugby jumper (optional)
- Navy broad brimmed or bucket hat



Winter

- Tartan trousers, skirt or pinafore (can be bought through Gray Street Primary School, Hamilton)
- Royal blue polo shirt (long or short sleeves)
- Royal blue skivvy
- Navy socks or tights
- Black school shoes or boots
- Navy woollen jumper or navy crew neck windcheater
- School rugby jumper (optional)
- Plain navy track pants (allowable for school wear)



Boys Uniform

Summer

- Tailored navy blue school shorts (not Cargo style)
- Royal blue polo shirt
- Navy socks
- Black school shoes or boots
- Navy woollen jumper or navy crew neck windcheater
- School rugby jumper (optional)
- Navy broad brimmed or bucket hat



Winter

- Tailored navy trousers (not Cargo style)
- Royal blue polo shirt (long or short sleeves)
- Royal blue skivvy
- Navy socks
- Black school shoes or boots
- Navy woollen jumper or navy crew neck windcheater
- School rugby jumper (optional)
- Plain navy track pants (allowable for school wear)



Sports Uniform (both girls and boys)

- Royal blue or red polo shirt (depending on school house)
- Navy Blue shorts
- White/Navy socks and runners
- Plain navy blue track pants for cold weather

ALL ITEMS OF SCHOOL UNIFORM NEED TO BE CLEARLY NAMED.

School rugby jumpers can be ordered at the Dunkeld Campus 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 can be sourced locally or online.

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.

Victorian Essential Learning Standards (VELS)

At Dunkeld Consolidated School, we follow the Victorian Essential Learning Standards (VELS) set out by the Board of Studies as the basis for our program development.

VELS framework

The VELS framework sets out:

- 6 Disciplines – The Arts, English, Humanities, LOTE, Mathematics & Science
- 4 Physical Personal & Social Learning Areas – Health & Phys Ed, Interpersonal Development, Personal Learning and Civics & Citizenship, and
- 4 Areas of Interdisciplinary Learning – Communication, Design Creativity & Technology, Information & Communications Technology and Thinking Processes



Curriculum programs

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

- English
- Mathematics
- Physical Education
- The Arts - Music and Art Craft
- Integrated Studies - Science, Technology, Health, Humanities-Humanities skills, Economics, Geography, History

The Early Years Literacy Program

The Early Years Literacy Program has been in operation in Years Prep – 4 for many years. This program involves a daily 2 hour structured reading and writing session where children are involved in whole class, small group and individual reading and writing tasks to support their literacy development.



Reading Recovery

The school offers a special program for children (in Year 1 and above) who are not underway in reading and writing despite a quality classroom program. The program aims to accelerate the rate of progress of these children to enable them to function and make progress with their peers in class.

The program requires that each student is withdrawn for daily 30 minute sessions with the Reading Recovery Teacher for up to two terms. If your child is selected for Reading Recovery, please ensure she/he is at school every day as this is a very important program.



"Very impressed ... we love it here."

Stephanie Alexander Kitchen Garden Program

The Dunkeld Consolidated School is thrilled to be a Stephanie Alexander Kitchen Garden school securing funding from the Victorian State Government 'Go for Your Life' program during 2011. We know we have a very strong and supportive community of local families and hope that you may become involved.



The Stephanie Alexander Kitchen Garden Foundation is growing a food revolution from the ground up! All around the country, children are enthusiastically getting their hands dirty and learning how to grow, harvest, prepare and share fresh, seasonal food.

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 learning that extends across the entire school curriculum.

Each week the Year 3/4 and 5/6 children spend time in a productive veggie garden. Each fortnight the Year 3/4 and 5/6 students will alternate in cooking lessons in the home-style 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.

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 are: two School Captains, Campus Leader, House Captains and House Vice Captains. 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.



2011 School Leaders

L to R Back: Laura Young, Georgia Walkley, Angus McIntyre, Amy Crawford
L to R Front: Courtney Cameron, Chloe Jenkinson, James Cullinane

Physical Education 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. We are a member of the Southern Grampians Sports Association. 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 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.



Perceptual Motor Program (PMP)

This is a program for the Junior School at both campuses and commences in Term 2 and is conducted with the support of parents who assist with the activities. The program develops physical skills, agility and coordination.

Reporting Student Performance

Student reports are based on the Victorian Essential Learning Standards 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">• Profile Book completed each term with samples of the child's work. Parents are encouraged to read the book when it is sent home and to make comments in the book before returning it to school at the beginning of the next term.
Term 2	<ul style="list-style-type: none">• Written report sent home at the end of term• Profile Book sent home at the end of term• Parent Teacher Interview at the end of Term 2
Term 3	<ul style="list-style-type: none">• Profile Book sent home at the end of term
Term 4	<ul style="list-style-type: none">• Written report sent home at the end of term• Profile Book sent home at the end of term (to stay at home at the end of the year)

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/ren can share learning experiences and for parents/carers to understand better what the child is doing at the school.

Our school has a homework policy in accordance with DEECD guidelines:

Homework in the Early Years (Prep – Year 4):

- Will generally not exceed 30 minutes per day.
- Reading with, or to, parents 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 like Reading Recovery and Speech Therapy.

Homework in the Middle Years (Years 5-6):

- Will generally not exceed 45 minutes per day.
- Independent reading, or, reading with or to parents. (Parents may be requested to sign a reading record).
- Practice tasks associated with classroom curriculum (e.g. spelling words, times tables, unfinished classroom tasks, research and projects).
- Completing tasks for specialist programs like Reading recovery and Speech therapy.

This policy is available online via the school's website: www.dunkeld.vic.edu.au or a hard copy is available on request. 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 according to their reading level. Parents are encouraged to become involved with their child's reading by showing a genuine interest and hearing the child read. Teachers develop the reading skills, but parents can assist greatly with the reading practice 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 involve no cost will be sent home early in the year and will cover the whole school year. 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. Asthma forms must be filled in the day before camp or before the swimming program.

The School Camp Program includes -

- **Years Prep and 1**
2 year cycle – Sleepover at alternating school campuses
- **Years 2 and 3**
2 year cycle – possibly Hall's Gap and Dunkeld Retreat - two night camp
- **Years 4, 5 and 6**
3 year cycle – Melbourne, Rural Victoria, Coastal Victoria - three nights away

Australian Sustainable Schools Initiative Victoria (AuSSI Vic)

The Dunkeld Consolidated School is a member of the Australian Sustainable School Initiative Victoria (AuSSI Vic). AuSSI Vic provides a holistic approach to sustainability and is a framework that guides schools through modules to go beyond awareness raising to strategic planning, then on to action and in many cases environmental leadership. It integrates educational, environmental, social and economic outcomes as components of the bigger picture of sustainability. There are five modules that the school will be working through – Core, Biodiversity, Energy, Waste and Water to achieve our ResourceSmart 5 Star Sustainability certification.

Extra Curricula Activities

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

- Social Service
- Christian Religious Education (CRE)
- Group Days - Cultural and Sport
- Environmental activities including Junior Landcare/Water Watch
- Visiting performers presenting various areas of the Arts
- Active After-School Communities (AASC)
- Visiting PAC in Hamilton for a theatre experience
- Performing Arts – Hamilton Eisteddfod (choral, recorder and instrumental sections), performances at local community events; such as Australia Day, ANZAC Day and town concerts
- Swimming
- Athletics
- Cross Country
- Golf
- Netball
- Cricket
- Football
- Hockey
- In2Cricket
- 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 an official celebration for Year 6 students at the end of fourth term. Each child is presented with a memento.

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.

The Graduation Committee of Year 5 parents/carers is established at the beginning of Term 4. The ceremony date, time and venue is established by the staff. The Graduation Committee organises a meal at the School Council's expense for the Year 6 children, their parents and invited guests.

The format of the evening includes:

- Principal's Official Welcome
- Year 6 students presented
- Dinner for Year 6 students, parents, staff and official guests
- Year 6 Graduation Ceremony and Performance (the school community is invited to attend this part of the evening)



Year 6 Graduation 2010
Webster Beck, Tianah Burgess, Georgia Gilbert, Molly Kennedy, Thomas Millard,
Kate Myers, Nathan Riddle, Holly Roache, Thomas-James Greenwood

School Council/Parental Involvement

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 usually held on the first Tuesday of each month:

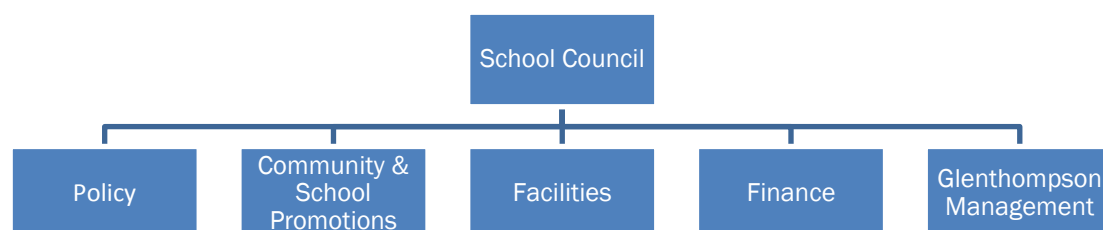
- Community and School Promotions Meetings begin at 5.30pm.
- Policy Sub-Committee Meetings begin at 6.30pm.
- Facilities Sub-Committee Meetings begin at 7.30pm.

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 "DEECD Parent" but the number of these representatives reduces the number of other parents. Staff from the school are elected within their own category as DEECD employees. Community members with special expertise may also be coopted to the Council.

The Parents and Friends Association has a co-opted member on Council to maintain a close working relationship between Council and the P & F Association. These people do not need to be parents or guardians of students in the school. 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 15 members, which includes 8 parents, 5 DEECD (including the Principal as Executive Officer) and 2 community members.

School Sub-Committees



There are also three working parties currently in operation, which are the Uniform Working Party, Canteen and Food Services Working Party and Fundraising Working Party.

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

The Glenthompson Management Committee has requested a representative of each family at the Glenthompson Campus to be part of this sub-committee if possible.

The Oval Complex is managed by the Facilities Sub-Committee to ensure a smooth working relationship between the DEECD and the Grampians Cricket Club.

Parents & Friends Association



The Parents & Friends Association is an active group in the school community and all parents are invited to become members. They are active in promoting the school and developing the school's resources and they can be requested to assist in a variety of ways. The Parents & Friends Association meets monthly. Dates and times of meetings are advised in the School Newsletter.

Parents & Friends Association Food Stall at the Mosaic Festival

"Concert great ... well behaved kids, wonderful place to teach and go to school ..."

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
- assisting in writing sessions
- covering books and other Library tasks
- supervision on excursions and visits
- individual and small group work
- making teaching aids
- working in the gardens and grounds
- typing "experience books"
- Perceptual Motor Program (PMP)
- assisting with swimming programs, and
- working in the Canteen

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.

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

- working bees
- gardening
- lawn mowing
- fund raising activities such as the Dunkeld Races, and
- minor maintenance jobs and in other ways to support and maintain the school

Students helping out at a Working Bee



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

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.

In the interests of your child/children's safety please observe the following points:

- Please endeavour to park your car outside the school grounds when picking up your child
- Parents parking in the school grounds must not park on or obstruct the roundabout as this is used by the school buses. To avoid impeding the school buses parents should not drive into the school grounds between 3.15 pm and 3.35 pm
- Please move in a clockwise direction around the roundabout
- Do be careful where you park when dropping off or collecting children from the school
- Parents must not drive or park between the buildings to drop off or collect a child.
- Be aware of the dangers of turning and pulling out when children are in the school grounds
- Vehicles should not be parked on playing courts, lawns or the school ovals, and
- Do not block the access or impede the passage of the school buses at any time.

Students are encouraged to ride to school. It is both healthy and excellent 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.

Lunches and Canteen

Your child will bring lunch or order from the Canteen on the days that it operates.

The Dunkeld Campus Canteen is open Mondays and Fridays and is run by voluntary help on a roster system. Helpers arrive around 11.45am and are finished at about 1.30pm. If you are able to help in the Canteen please call at the office or send a note to school with your child to let us know when you are available. Children order at the Canteen at 8:55 am. Please send correct money if possible. A canteen price list is sent home with the Newsletter at the beginning of each year and updated from time to time.



Glenthompson Campus students may also order lunches from the Dunkeld Campus Canteen on Fridays.

Newsletter

The School Newsletter is published on a fortnightly basis. Thursday is Newsletter distribution day. ***Please check your child's school bag and read the Newsletter, as it contains important information.*** The School and Community Newsletter is also available online from the school website: www.dunkeld.vic.edu.au

Throughout the year a variety of notices are also sent home, so please look out for these also. Most notices will accompany the fortnightly Newsletter.

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 (Wednesdays) and visits the Glenthompson Campus weekly (Mondays). Children are instructed in library skills and are able to borrow books from the MARC Van. Children may also borrow from the school campus libraries.

School Photographs

School photos are taken annually, normally in 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 expensive toys, radios, electronic games, mobile phones, radio controlled toys etc must not be brought to school unless permission is sort.

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 at the Dunkeld Campus) on a regular basis. Items not claimed at the end of term are sent to charity shops.

Welfare and Discipline

The school has a firm, but fair approach to student Welfare and Discipline. Our Welfare and Discipline plan promotes self discipline, positive interaction and behaviour and encourages children to take responsibility for their own actions. We expect children to be courteous and well behaved at all times. Any breach of discipline will be dealt with in an appropriate manner according to the discipline policy.

Student Code of Conduct

Schools are required to have a Student Code of Conduct which sets down acceptable student behaviour and appropriate disciplinary measures.

Our Student Code of Conduct reflects a combination of educational and social objectives for the discipline, welfare and well-being of students within a positive social environment. We believe that a positive approach to discipline based on a sound awareness by students of their rights, responsibilities and the consequences of their behaviour, is essential in pupil management.

Dunkeld Consolidated School's values and principles:

- All children have the right to be protected and feel safe.
- All children have the right to be treated with respect.
- All children have the right to be an individual.
- The principal, staff and children should be able to work in atmosphere that is free from intimidation, harassment and bullying.
- All children are encouraged to be polite, courteous and well mannered.
- Parents have a right to expect that their child will be educated in a secure environment where care, courtesy and respect for others is encouraged.
- Parents have an obligation to support the school in its efforts to maintain a productive learning and teaching environment.
- Teachers should expect to be able to teach in an atmosphere of order and cooperation.
- The Principal and staff will fairly, reasonably and consistently implement the Student Code of Conduct.

At the beginning of each year class teachers will work on a set of rules with their children. The following will serve as a guideline to formulate these rules:

1. Move and play safely
2. Care for yourself, others and property
3. Resolve problems calmly, sensibly and fairly
4. Respect others through your speech and manners
5. Work to the best of your ability and allow others to do the same

Our "outside" rules are constant from year to year and encompass the above. A set of rights and responsibilities outlining acceptable and unacceptable behaviour is necessary in order for a school to meet its educational and social goals.

Rights and Responsibilities

We are conscious at Dunkeld Consolidated School that these rights and responsibilities are underpinned by our Values.

Rights	Responsibilities
The right to feel safe at school	To learn and obey all school rules
The right to learn without interference from others	To attend class prepared to learn and not interfere with the learning of others
The right to be treated with respect and in a fair and equitable manner free from harassment	To treat others with respect and resolve differences through discussion and compromise and not conflict
The right to expect your property to be safe	To accept the responsibility for taking care of your own and other people's property.

Teacher's Responsibilities

- To be aware of their influence on children in behaviour, manners and appearance
- To use strategies to encourage self discipline in students
- To take equal responsibility to uphold the Code of Conduct
- To be thorough with supervision on yard duty
- To keep up with management techniques
- To document behaviour problems and seek assistance

Consequences

- If a problem is not too serious, the teacher(s) will talk to the student to try to reach an understanding. Acceptable behaviour will be encouraged.
- When discussions fail, the student is referred to the Principal. The problem is discussed and a commitment sought. An appropriate disciplinary action may be taken.
- If behaviour continues to be a concern, the Principal will contact parents to further discuss the situation. An understanding will be sought and appropriate discipline action taken.
- Continuing misbehaviour could lead to withdrawal, suspension or expulsion. DEECD guidelines will be adhered to.

Student Wellbeing

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 a note or verbal explanation the next day the child attends. If you know in advance that your child will be absent we would appreciate this information in writing.

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, then 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 cold, hot or windy an announcement will be made and children will be supervised in the classroom.

Hats are compulsory during 1st and 4th Term 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.

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

Medication/Allergies

In the interest of safety, no medicines will be administered by teachers 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.

Parents must notify the school of any asthma attacks their child has had and an Asthma Plan is written. The school must also be notified of any allergies that their child may have.

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.

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 Disabilities and Impairments Program. The Principal can arrange for appropriate assessment and submissions for this.

School Nurse

The School Nurse can only assess children for problems; the child is then referred to a local doctor. If a School Nurse has any doubts about a child's health, speech or hearing etc, the parent or guardian is notified. Primary School Nursing offers a free service to all Victorian Primary School and English language centre schools. This service includes:

- Following assessment early identification of health problems for all new school starters.
- Early intervention where health concerns are identified.
- Health promotion aimed at maintaining and improving the health and wellbeing of children and their families.
- Support to families and school communities by providing information and education on issues relating to school aged children.

For further information please contact Liz Leahy, School Nurse, 50 Thompson Street, Hamilton on 0438 020 739.

Infectious Diseases

School Exclusion Table

Schedule 6: Minimum period of exclusion from schools and children's services centres for infectious diseases cases and contacts.

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Amebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chickenpox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (<i>Acute infectious</i>)	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried	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.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	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.
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 their first contact with the first case they may return to school.
Meningitis (bacteria)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.

Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Re-admit 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 diarrhoea ceases	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Worms (Intestinal)	Exclude if diarrhoea present.	Not excluded.

Exclusion of cases and contacts is not required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).