

**‘From little things, big things grow’**

# **Tyabb Primary School Information Book 2024**



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## WELCOME

Dear Parents/Guardians/Care Givers,

Welcome to Tyabb Primary School. Established in 1891, Tyabb Primary School is firmly committed to meeting the needs of the 'whole child' by providing an engaging and supportive learning environment where children are challenged to achieve their personal best. We believe that learning and personal growth are dependent on developing personal skills, self esteem and having positive relationships with others. We focus on the development of these relationships, personal skills as well as their academic achievements in Literacy and Numeracy.

As a Professional Learning Community, Tyabb Primary School continues to use a personalised approach to learning and teaching that focuses on an individual student's goals from their point of need. Knowledge and skills are further developed through our specialist program (Art, Music, PE, Auslan and Science) and Inquiry Learning Approach aimed at developing thinking skills and the ability to question, locate, gather, analyse and apply information in a wide range of contexts. In addition, we have a variety of extra curricula activities such as Excursions, Camps, Swimming, Water Safety, Sporting Schools Program, Instrumental Music, Human Powered Vehicles and a Grade 5/6 electives program. Our fabulous staff are passionate, hard working and fully committed to ensuring that every child at Tyabb Primary School feels success and reaches their own potential. We constantly strive for excellence and we encourage the children to do likewise.

Tyabb Primary School has an extremely positive culture and a real sense of pride. Our parents choose to send their students to our school because it has a strong reputation for being a safe, secure and positive learning environment. There is a real emphasis on positive relationships, good values, good manners, respect for each other and a positive attitude towards school and a good education. The school has an amazing culture and there is a strong united sense of purpose. We have an extremely positive school community that work together to achieve our common goal to provide the best opportunities for our children. At assembly each fortnight we recite our oath to reinforce our school values. In this school oath we make promises *"to respect teachers, family, friends and the environment"*. This is who we are, every day at Tyabb Primary School.

Our school motto is "From little things, big things grow". This represents what we aim to achieve in our school. It has obvious connections with our oak tree emblem and demonstrates a commitment to advance the academic and personal development of our students providing opportunities to achieve "big things" from their first small beginnings in grade prep.



We are here to support your child and ensure their smooth transition into their new school life. We look forward to having you join our amazing school community and making your child's experience at Tyabb Primary School a positive one.

*Carole Howden*  
*Principal*



## INTRODUCTION

### Our Vision

All students are empowered to learn and achieve their personal best through high quality teaching and the best environment for learning which equip them with the knowledge, skills, values and positive mindset to become *active, engaged and productive members of the local and global community*.

### Mission Statement

Tyabb Primary School has been a vital part of the Tyabb community since 1891, providing leadership in the education of our children and a focus for the community.

We aim to ensure that all students;

- learn the necessary skills and attitudes to become productive, caring, thinking individuals
- develop as adaptable and resilient individuals who respect themselves, others and the environment
- become lifelong learners
- strive for excellence

We will provide a safe, positive and stimulating environment where parents, teachers, students and the wider community work cooperatively to ensure;

- an engaging and challenging curriculum
- exceptional teaching
- high standard resources

### Core Values

Tyabb Primary School has a strong commitment to a set of core values. These values, developed through a community consultation process, underpin all decisions made in the school and provide a framework for behavioural expectations of all community members.

#### Respect:

To act in a way that shows you care for yourself, others and the environment.

#### Safety:

To behave in a safe manner. To protect yourself and others from injury, risk or danger.

#### Responsibility:

To take care of someone or something. To make good choices and accept the consequences of your actions.

#### Integrity:

To do the right thing and be kind, caring, honest and trustworthy.

#### Optimism:

To always strive for your best and display a positive attitude.



## Guiding Principles

Tyabb Primary School is a happy, friendly and secure environment that is an integral part of the local community. Our School is firmly committed to meeting the physical, social, and intellectual needs of the community through the provision of a stimulating learning environment in which the development of the ability to think is highly valued.

*The main emphases to achieve this are;*

- the effective delivery of the curriculum in an environment in which all members of the school community participate actively
- commitment to the highest possible achievement for all
- promoting education as enjoyable and ongoing
- establishing an environment that promotes safety, care and clear expectations for all
- encouraging children to take active responsibility for their behaviour and learning
- commitment to the development of the “whole child” with a balance between the academic, the personal and the social aspects of education

## School Goals and Priorities- Strategic Plan

The School Strategic Plan is a document that guides the school in its operations over a four year period. The current strategic Plan for 2019 – 2023 has a focus on the following goals:

### **Current Goals and Priorities**

#### **Goal 1**

**To improve all students learning outcomes in English and Mathematics**

#### **Goal 2**

**To empower students to be confident motivated learners who are actively engaged in their learning**

#### **Goal 3**

**Enhance wellbeing and build respectful relationships**

## Motto

Tyabb Primary School’s motto is *“From little things, big things grow”*.





## GENERAL INFORMATION

### Assemblies

A school assembly is held each fortnight on Mondays at 2.40pm in the hall. Parents are welcome and encouraged to attend as this is a time when we share successes, news and information and watch student performances. We look forward to seeing you there.

### Book Club - Scholastic

A Book Club is run on a regular basis throughout the year. The children will receive pamphlets showing books which are available for their age group and reading ability. Our school receives credits towards book purchases from all books purchased by parents.

### Booklist Purchases

Booklists for the next school year are organised and information distributed at the end of term 3. Parents have the option to purchase the full book pack through our third party provider or use a supplier of their own choice. If purchased through our preferred supplier book packs are ordered online and delivered straight to your child's new classroom to allow teachers to organise and label for the new year. As the company creates completed packs and buys in bulk, prices are competitive.

### Bikes/Scooters

Tyabb Primary School supports families whose children wish to ride bicycles and scooters to and from school for a variety of healthy lifestyle and environmental reasons. With the location of our school on a very busy intersection and our significant parking and traffic issues, there is an increased element of risk associated with the use bicycles and scooters. It is important that parents consider these risks along with the age and ability of their child/ren before allowing them to ride. Please refer to our Bicycle and Scooter Policy, available on our website, for further recommendations.

### Bulletin/Newsletter

Our newsletter is paperless and available to parents via our school APP Sentral or on our school website. The newsletter is published every second Thursday. The newsletter provides important updates and information on school events. Information or small advertisements from parents are also welcome for a small fee.

### Canteen

Canteen lunch is usually provided on Wednesdays. Parents are able to order a lunch order for their child through QuickCliQ which can be accessed through SENTRAL, our school management system. Online orders must be made by 9.15am Tuesday with lunch orders delivered to classrooms on Wednesday. We will provide further information to you once our preps begin to attend full time. Our preps do not attend Wednesdays / lunch order days until after the Labour Day Weekend.

Tuckshop is open each Wednesday and Friday for purchases additional to your child's lunch. **There is a strict limit of \$3 per child for tuckshop purchases. *Children should not be sent to school with large amounts of money to spend at the canteen.*** This service relies on the generous support of parent volunteers. If you are available to be on the canteen roster please contact the school office.



### Camps, Sports & Excursions Fund (CSEF)

The CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school excursions, camps and sporting activities. The allowance is paid to the school to use towards these expenses. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The annual CSEF amount per student is \$125. CSEF application forms are available from the main office. Please give our office a call if you have any questions in regards to the CSEF.

### Car Parking and Child Pick Up

Parking is available on Jones Road and also off Mornington-Tyabb Road (within the school boundary and along the side of the oval). With limited places some parents choose to park on McLaurin Drive, Valencia Rise or neighbouring streets and walk with their child to school. Drivers are asked to take particular care when driving within and near the school and must obey the 40km speed limits. All children being picked up must wait at the designated pick-up zones until collected by parents. These areas are supervised until 3.50 pm by a teacher. The pick up and drop off areas are just that, **not** a place to leave the car. The quick pick up zone at the front of the school has a fully enforced 5 minute parking limit between 3.30 and 4.00pm.

### Communication

Open communication and a strong partnership between school and home play an important part in ensuring your child's experiences at school are positive and productive. If you have any concerns in regards to your child's welfare and education don't hesitate to email your child's teacher or contact the office to speak to the Assistant Principal or Principal. It is important that we work together to provide the best opportunities for our children.

### Dogs at Schools Policy

No Dogs Policy School Council has endorsed a "No Dogs" policy. Dogs are not permitted in the school grounds before, during or after school

### Enrolments

Children who reach the age of five years on or before the 30<sup>th</sup> April may commence school at the beginning of that year. When enrolling your child, you must produce evidence of date of birth and an Immunisation Certificate from the Australian Childhood Immunisation Register <https://www.servicesaustralia.gov.au/individuals/services/medicare/australian-immunisation-register> (1800 653 809). Children who are not immunised will be excluded from school if there is an outbreak of some designated diseases. This will reduce the spread of such diseases.

### Lost Property

Lost property is kept in the hall foyer. Items are regularly checked and those that are named are returned to students. *All clothing and personal articles taken to school should be marked clearly with the child's name.* Items that are not labelled will be removed at the end of each term.

### Late Arrival / Early Departure

If your child is after the 9 o'clock bell they are considered late. If a student is late, parents must bring the child to the office to be signed in by our office staff. The class teacher will be notified that the student has been signed in late. If collecting your child early, parents must come to the office to sign them out. Our office staff will then phone the classroom to call your child down with their school bag.



### Lunch and Snack Arrangements

Children eat their play lunch/snack in their rooms between 10.45am and 11.00am and their lunches between 1.20pm and 1.30pm. Eating inside ensures that children are given enough time to eat the food provided and is also a way to ensure wrappers are not taken in to the yard to become litter. We are proud of our school and aim to achieve a litter free playground.

### Media Permission

When you enrol you will be asked to sign a media permission form. On occasions, photographers from local media and education news publications come into the school to record special events such as sports days, concerts, fundraising events and classroom programs. Children's photos may also appear in school publications (such as the Newsletter) and on the school's website which is publicly accessible. Specific parent permission will be obtained before children will appear in the daily press or electronic media.

### Oath

Each assembly, Grade 6 children will lead the rest of the school in reciting the Tyabb School Oath. This school oath represents our school values and has been written by the students.

*We are assembled here at Tyabb Primary School.*

*We will show **RESPECT** to our friends, family, teachers and the environment*

*By thinking before we act.*

*We will be **SAFE** at school by following the rules.*

*We will take **RESPONSIBILITY** for our actions*

*In the classroom and playground.*

*We will show **OPTIMISM** by trying hard and having a positive attitudes*

*We will show **INTEGRITY** by doing what is right*

*Even when nobody is watching.*

### Out Of School Hours Care

*See Appendix A: Out of School Hours Care*

Out of School Hours Care is offered by Camp Australia to families before school between 7.00 am and 8.45 am and after school between 3.30 pm and 6.30 pm.

### Parents and Friends Association

The Parents and Friends Association at Tyabb Primary School meets approximately once a month. Fundraising activities are conducted throughout the year and the money raised from these has enabled the purchase of many items including- new play equipment, library requisites, major sporting equipment and facilities. If you are interested in supporting our school further and being a part of our PFA please contact the office for information.

### Personal Belongings

Parents need to be aware that private property brought to school by students is not insured nor is the Department of Education and Training responsible for any loss. Valuables should not be brought to school. This includes electronic equipment like music players and mobile phones.

### Photographs

During the year, a professional photographer will come to the school to take photos of the children. Parents will be offered the chance to purchase a group portrait of the class, individual portraits and a family photo.





### **Punctuality**

We place great emphasis on children being punctual. Rooms are generally open at 8.50 am to allow children to enter, put bags away, change readers, give notices to the teacher, etc. This allows classes to begin promptly at 9 am. Where consistent lateness becomes a problem, the school will contact you to encourage strategies to alleviate the problem.

### **Pupil Free Days**

Schools are entitled to four pupil free days each year. These days are approved by School Council at the commencement of each new year. Dates will be provided at the beginning of the year.

### **School Crossing**

Our school has a supervised School Crossing on Mornington-Tyabb Road. Children and parents are expected to use the crossing when it is in operation. Children with bicycles who wish to cross the road are expected to walk their bicycles across the school crossing. The instructions of the supervisor are to be obeyed by the children at all times. The school urges parents to remember the important safety aspects of the crossing.

### **School Council**

School Council is the body responsible to the community, DET and State Government for the general direction and conduct of the school. They are representative in nature, with a membership reflecting the educational partnership of student, teacher and home. School Council responsibilities include areas such as policy, finance, facilities, school community relations and the selection and employment of certain staff.

### **School Hours**

Children should be at school by:	8.50 am. Teacher supervision in the yard begins at 8.45 am
<i>Morning session commences at:</i>	9.00 am
<i>Morning recess:</i>	11.00 am - 11.30 am
<i>Lunch:</i>	1.30 pm – 2.30 pm
<i>Dismissal:</i>	3.30 pm

Children will be dismissed at 2.30pm on the last day of each term.

### **SENTRAL**

Tyabb Primary School uses a school management platform called SENTRAL to manage school administration and communication. This platform is used to communicate to parents via email, SMS and through a regular newsfeed. There is also a calendar available to keep track of important school events. Parents can notify us of their child's absence and pay for camps, excursions and lunch orders via the APP. This system is also used to track student assessment data and to provide parents with mid and end of year reports.

### **Smoking**

Smoking on Victorian Government School premises is prohibited at all times. This includes both buildings and school grounds. Smoking is also banned within four metres of the entrance to the school. Visitors are requested to refrain from smoking in view of the school grounds.



## Term Dates

### **Dates for 2023 are as follows:**

- Term 1: Friday 27th January to Thursday 6<sup>th</sup> April  
Term 2: Monday 24<sup>th</sup> April to Friday 23<sup>rd</sup> June  
Term 3: Monday 10<sup>th</sup> July to Friday 15<sup>th</sup> September  
Term 4: Monday 2<sup>nd</sup> October to Wednesday 20<sup>th</sup> December

### **Dates for 2024 are as follows:**

- Term 1: Monday 29<sup>th</sup> January\* to Thursday 28<sup>th</sup> March  
Term 2: Monday 15<sup>th</sup> April to Friday 28<sup>th</sup> June  
Term 3: Monday 15<sup>th</sup> July to Friday 20<sup>th</sup> September  
Term 4: Monday 7<sup>th</sup> October to Friday 20<sup>th</sup> December

**\* Monday 29<sup>th</sup> January is a Whole School Pupil Free Curriculum Day**

**Students in grade 1-6 return Tuesday 30<sup>th</sup> January**

**FIRST DAY FOR PREPS THURSDAY 1<sup>ST</sup> February**

**PREPS DO NOT ATTEND ON WEDNESDAYS DURING FEBRUARY AND BEGIN FULL TIME (5 DAYS PER WEEK) IN MARCH**

## Uniform and Clothing

The wearing of school uniform at Tyabb Primary School is compulsory. There is a School Student Dress Code which is distributed to all parents. Uniform items can be obtained at Beleza Uniforms, Shop 8, 13 Eramosa Road West, Somerville, 3912. Phone 59775277. Full details and a current price list can be obtained from the school office. We also have second hand uniform available to purchase at the school office. All money raised from uniform sales goes directly to the PFA.

## Website

The school has a regularly updated and comprehensive website at [www.tyabbps.vic.edu.au](http://www.tyabbps.vic.edu.au)

## Working with Children Checks

Parents are invited to assist in the school by reading in the junior classes, helping on camps and excursions, covering books, etc. Please note you will need a current Working with Children Check, linked to our organisation, before you can carry out volunteer work within the school. Working with Children Checks are free for volunteers and you can obtain yours by going to the following web site [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)



## CURRICULUM

### Art

Children attend art lessons in the Art room for one hour per week with our Art Specialist. All children from Prep to Year 6 should have an art smock - an old shirt will suffice.

### AUSLAN

Tyabb Primary School is currently working with students on developing an understanding of Auslan in their 1 hour per week LOTE session. Auslan is short for Australian sign language, a language developed by, and for, Australians who are deaf or hearing impaired. It's a visual form of communication that uses hand, arm and body movements to convey meaning.

### Computers

The school is well equipped with Information and Communication Technology (ICT) with students accessing a range of devices to enhance their learning including ipads, desktops, laptops, cameras, interactive boards etc. Children are encouraged to see ICT as a valuable educational tool and we attempt to ensure that they have appropriate access whenever there is a need. In addition to this we have a well-equipped computer lab for whole class lessons.

### Excursions and Camps

First-hand experience is a vital part of our educational program. Excursions and camps are regularly organised to integrate the classroom environment into the real world and provide activities that children may not otherwise get an opportunity to experience. To participate in these group outings is a valuable aspect of a child's development. When organising an excursion or camp we will seek written consent, money to cover costs and sometimes assistance from parents. Our camps program is offered each year from grades 3 – 6.

### eSmart

Tyabb Primary School is an eSmart school. As such we ensure the safe and ethical use of technologies is explicitly taught. The responsible use of technology is a school wide, expected custom. Students and teachers are offered opportunities to engage with and understand technology while being knowledgeable about the possible dangers and problems of technology use. Through the Alannah and Madeline Foundation's eSmart program, our school has endeavoured to generate a culture of respect and caring for each other in our school community while being conscious of safety in relation to bullying and cyberbullying.

### Homework

Homework is a shared responsibility between home and school and an opportunity to consolidate important skills taught at school. The school has a homework policy which has been approved by School Council. As part of the partnership between school and home, parents can play an important part in ensuring that children complete their homework within the timeframe provided by the class teacher and that the time spent on homework is pleasant and successful. Teachers will provide further information appropriate to their class.

### Inquiry Learning

At Tyabb PS, we believe that the best strategy to teach humanities subjects such as history, geography and economics is through an inquiry based approach. With new innovations, knowledge is continually changing and growing. Therefore, teachers are no longer the provider of all knowledge but rather the facilitator who assists students to discover their own information. Inquiry based learning allows students to have a choice in what, how or with whom they learn. All students at Tyabb PS go through the process of Inquiry learning. The first stage is called 'Tuning In', followed by 'Finding Out', then 'Sorting Out', next comes 'Going Further' and finally 'Drawing Conclusions'.



### **Interactive whiteboards**

All classrooms are equipped with interactive whiteboards to engage students and make learning available anywhere at any time.

### **Library**

Each grade has access to our Library and children are encouraged to borrow books fortnightly. Each child should have a library bag. School waterproof library bags are purchased through the school Booklist.

### **Music- Instrumental**

There is an opportunity for Tyabb students to attend an instrumental music lesson during school hours. This is a program that is funded separately by parents. Students currently learn guitar, drums, keyboard and violin. Some instruments are available for hire. Further information will be given to parents as details of the program are available.

### **Music – Specialist**

We have a specialist music teacher who takes all classes from Prep to 6 for lessons which include music appreciation, basic theory, basic instrumental, singing and music production. The music teacher also conducts the school band and choir.

### **Parent Assistance**

We appreciate the support and assistance of our parents. Throughout your child's days at Tyabb Primary School there are numerous ways you can assist as a parent. These could include being involved on School Council and the Parents and Friends Association. The Wednesday and Friday lunches/tuckshop for the children are run by a Canteen Manager with the assistance of parent volunteers. You may also like to help in the classroom or assist with camps and excursions.

### **Physical Education**

Your child will have a PE lesson each week with our PE Teacher. Grades 3 to 6 also have a sport afternoon. It is important that children are properly clothed for these sessions. eg school dresses are not ideal for gymnastics and runners are far better than school shoes for running activities.

### **Playground Areas**

Prep children, at the beginning of the year and for the first couple of weeks, are given a restricted play space whilst they adjust to school life. Those who feel sufficiently confident may play in other parts of the yard but teachers with whom the children are familiar constantly supervise the restricted play space, which is near the playground equipment in front of the science room. Playground equipment is designated specifically to year levels for safety reasons.

### **Playground Supervision – Teachers**

The school grounds are supervised by teachers from 8.45 am until 9.00 am each morning and from 3.30 pm until 3.50 pm each afternoon, as well as each recess and lunchtime. Children should not be in the school grounds before 8.45 am and after 3.50 pm. Before and After School Care is available if care is required outside of this time. Most families are entitled to a rebate for this care- please contact CAMP AUSTRALIA. Phone No.1300 105 343.



## **Reporting to Parents**

Written Reports are issued online via Sentral twice per year in June and December. In addition, student led conferences are held early term three where you are invited to meet with your child and their teacher to discuss achievements and new goals. Student Led Conferences are an opportunity for the children to share their learning journey with their parents. Students present their Learning Journals and talk about their goals, achievements and academic progress with their parents. This encourages children to take responsibility for their own learning and feel proud of their own achievements. *If you wish to see your child's teacher at any other time, you may request an interview and a mutually suitable appointment time will be arranged.*

## **Science**

Teaching science offers students an opportunity to increase their overall understanding of how and why things work. Science teaches kids about the world around them. From the human body to methods of transportation, science can explain the mechanics and reasons behind complex systems. This knowledge can be used to understand new concepts, make informed decisions and pursue new interests. Children at Tyabb PS attend classes each week with a specialist Science teacher. Children also explore science in their Inquiry Units with their classroom teacher.

## **Specialists**

Each week, your child will be taught by several "Specialist Teachers". These may vary from year to year but, in most cases, there are some specific requirements for specialist lessons eg. sport clothing, library bag and art smock. You can find out from your child's classroom teacher, which days your child has specialist lessons.

## **Staffing**

Our school is allocated staff according to the number of students enrolled, through the Student Resource Package determined by the Department of Education and Training. Each year, much time and thought is given to the placement of staff and the allocation of Specialist areas. Our policy is to provide the best possible programs and class structure for the children. Similarly, thought is given to the placement of children so that, they too, can gain the most from their years at Primary School.

## **Victorian Curriculum**

The Victorian Curriculum F-10 is the new curriculum for Victorian schools. It incorporates the Australian Curriculum and reflects Victorian standards and priorities. For further information on the curriculum please visit <https://victoriancurriculum.vcaa.vic.edu.au/>

# **TRANSITION**

## **Buddy System**

A Buddy System will be organised for our new Prep children. They will be matched up with an older "Buddy" who will become a valuable contact and familiar face. Buddies will most likely be selected from year 5 and will participate in a number of "Buddy activities" with the Prep children.

## **Prep Class Commencement**

The start date for Preps is Thursday 1st of February at 9.00am with dismissal at 3.30pm. Preps will attend school each Monday, Tuesday, Thursday and Friday from 9.00 am till 3.30 pm for February and start the full five days in March. Parents may collect children outside the Prep rooms. Please wait until the teacher has the children organised and opens the door. The teacher will then send out a child as a parent is sighted. After all students have been dismissed, the Prep teachers will be available for discussion of any problems or queries.





## SUSTAINABILITY

### Bin Free Schoolground

Tyabb Primary School runs a bin free school ground. One bin is placed out on canteen day only. Children are provided with time to eat in the classroom and encouraged not to take wrappers outside. If they eat outside eg canteen day, they are asked to place rubbish in the canteen bin or classroom bin at the end of lunch. Parents are encouraged to send children to school with unwrapped snacks such as fresh fruit.

### Energy Efficiency

We have a number of measures in place to improve our energy efficiency for both economic and environmental reasons. These measures include solar panels, water tanks, LED lighting, skylights and auto shutdown on computers. There are timers and sensors on lights, heaters and air conditioners. Teachers are encouraged to undertake energy efficient measures in classrooms (eg turning lights, heaters and airconditioners off when the room is empty) and embed these into their classroom lessons and daily practice.



### Environment Centre

The environment centre, located at the foot of the oval near the BER is the focus for a wide range of educational activities including composting, planting of vegetables and herbs and looking after our chooks.

### Oliver's Creek Bushland Reserve

The school is bounded on two sides by the Olivers Creek Bushland Reserve. This bushland reserve gives us a rural feel and enhances the overall appearance of our school. We access this natural resource for classroom inquiry units and for whole school events such as our walkathon and cross country. We encourage you and the family to take a walk through this natural school resource.

### Recycling and Rubbish

At Tyabb, we have a school-wide recycling program. This involves recyclable materials such as paper, plastic bottles, metal tins, aluminium cans, Prima type cartons, cardboard milk cartons, glass jars and bottles. We also collect food scraps for our chooks. We rely on the children to take responsibility for the cleanliness of the yard. Your encouragement in developing good habits is appreciated.

### Waste Minimisation

We take every opportunity to adopt environmentally sound practices. Utilising a range of strategies including composting, recycling and efficient practices, we minimise the cost to both school and the environment.



## STUDENT HEALTH AND WELL-BEING

### Accidents or Illness

Minor ailments are generally dealt with at the school. Parents will be contacted where necessary and always contacted when there is a head injury. Parents will also receive a notification via Sentral following any child's treatment in the First Aid room. Wherever possible, parents are contacted before medical attention is sought, so it is important that the information on the 'Confidential Student Information Form' is kept up to date. It is recommended that all families are members of the Ambulance Service as an ambulance will be called in the event of a more serious health issue or emergency.

### Absences

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless there is an exemption, or the student is registered for home schooling. For absences where there is no exemption in place, the parent/carer must promptly provide an explanation on each occasion to the school. Parents can inform us of their child's absence and reason for not attending via Sentral, leaving a phone message, email or a written note. This can also be done for future absences eg holiday. Schools must record and monitor attendance and absences in order to meet the duty of care owed to students, as well as the requirements of the Education and Training Reform Act 2006 (Vic). If the school has not been contacted by 9.30, your child will be marked 'absent unexplained' and the school will follow up by phone or text. To avoid unnecessary follow up, please let the office know of your child/ren's absence by 9.30am on the day. Please encourage regular attendance but remember that a sick child should be kept at home as they are in no condition to learn.

### Anaphylaxis Management

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication. The key to prevention of anaphylaxis is the knowledge of those students who have been diagnosed, awareness of triggers (allergens), and prevention of exposure to the triggers. Partnerships between schools and parents are important in ensuring that students with allergies are safe in the school environment. If your child has been diagnosed with anaphylaxis please contact the school prior to starting so we can develop an appropriate management plan.

### Asthma Management

Tyabb Primary School is a registered "Asthma Friendly School". This means that we meet the stringent requirements of the Asthma Foundation of Victoria for Asthma care, treatment and procedures. If your child suffers asthma, you *MUST* provide a detailed Asthma Management plan and required medication. Some asthma medication is available at the school but your child, within the limits of their own development, should be familiar with their asthma needs, their medication and its administration.

### Bullying

A person is bullied when they are intentionally exposed regularly and over time to negative or harmful actions by one or more other people and includes direct and indirect bullying such as cyberbullying. Bullies are people who deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment. The school provides a positive culture where bullying is not accepted, and in so doing, everyone has the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in the school environment. Please refer to the school website for a copy of our Bullying and Harassment Policy.



### **Emergency Contacts**

It is important that details of the child and emergency contact names and telephone numbers are kept up-to-date, so if they change during the year please inform us. This information should be provided immediately as accident or illness can occur at any time. Wherever possible, parents will be contacted before medical attention is sought.

### **Emergency management**

The school emergency management plan describes the school and its environment, the potential hazards to which it is likely to be exposed and the manner in which emergencies will be managed by the school. Staff and students are familiar with its contents and are regularly drilled in the procedures to be adopted during an emergency.

### **Head Lice**

Head Lice are creatures which show no particular bias as to whose head they are attracted to. Having head lice is no indication of lack of cleanliness and should not have any social stigma attached. Regular checks should be made of your child's hair particularly if he/she seems to have an itchy scalp. If lice are found, a treatment solution can be obtained from a chemist. The child concerned is excluded from school until treatment has been carried out and all eggs carefully removed manually from the hair. Long hair should be tied back and children discouraged from sharing hats, combs etc. Please contact the school should you be aware of this problem so that we can inform your child's class of a case and avoid a major outbreak.

### **Infectious Diseases**

Please see the sheet attached to the end of this information booklet for the Department of Education and Training (Exclusion from school) regulations. Please inform your child's teacher or the office if your child has an infectious disease or you would like information or advice in regards to a medical condition.

### **Medicine**

In some cases it is necessary for a child to take medication at school. All parent requests for the Office Staff to administer prescribed medications to their child must be in writing on the form provided and must be supported by specific written instruction from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered.

### **Respectful Relationships**

Respectful Relationships education is a core component of the Victorian Curriculum from foundation to year 12. It is all about embedding a culture of respect and equality across the entire school community. At Tyabb Primary School we implement lessons from the Respectful Relationships program to promote and model respect and equality and teach our children how to build healthy relations, resilience and confidence.

### **Student Leadership**

Tyabb places strong emphasis on developing increasing self-reliance and leadership in children. There are many opportunities at a grade level to accept positions of responsibility and leadership but there are broader school-wide opportunities as well. School Captains and House Captains accept significant responsibility for student leadership as do our Junior School Council (JSC). Leadership in other areas such as music and sport are also emphasised.



## Student Welfare and Discipline

The school has a comprehensive Student Welfare and Discipline Policy which focuses on the development of self-discipline and operates principally through the encouragement of positive values and behaviours. There are, however, procedures for dealing with children who do not behave appropriately as briefly described in the following pages. The support of parents is crucial in the successful implementation of our procedures. In this way, we can ensure that our school is a safe and happy place.

## Sunsmart

Tyabb is a Sunsmart School. With the support of the Cancer Council of Victoria, we have developed a number of strategies to minimise the impact of sun exposure on our children. As part of our Sunsmart Policy, children are to wear school approved broad brimmed hats outside from 1<sup>st</sup> September to 30<sup>th</sup> April or on days where the UV level is above 4. *Children with no hat must play in the designated shade area.*

## Visitors To The School

All visitors to the school are required to sign in at the office to obtain a visitor's badge. Visitors include contractors, student teachers and parent helpers.

## Working with Children Cards

School Council requires that volunteers and visitors who participate in school programs must hold a valid Working with Children Card. Working with Children Cards are free for volunteers and can be used in other circumstances outside of school. Applications can be completed online at [www.workingwithchildren.vic.gov.au/](http://www.workingwithchildren.vic.gov.au/)

## You Can Do It (Program Achieve)

The You Can Do It program is a personal development program that centres around the five keys to success – *confidence, persistence, resilience, organisation and getting along*. The program is implemented across all year levels and is discussed in the context of a wide range of school activities. There are also home based activities that your child may bring home and we encourage all families to get involved in this most valuable and enjoyable program.





## APPENDICES

### Appendix A: Out of School Hours Care



#### **TYABB PRIMARY SCHOOL - CAMP AUSTRALIA**

Out of School Hours Care Program

Phone: 1300 105 343

We are proud to partner with Camp Australia to provide our Outside School Hours program. The program combines active games with planned and unplanned play, quiet time, homework time and a healthy snack. Every day is an adventure led by enthusiastic Camp Australia staff who are on a mission to bring smiles to kid's faces. As trained educators, they know lots of different ways to help your child get the most out of their day and feel good about themselves.

#### **Program Times**

Before Care program: 7.00 am – 8.45 am

After Care program: 3.30 pm – 6.30 pm

\*A healthy snack is provided in every program

To find out more about the program, including fees and how to register visit [www.campaustralia.com.au](http://www.campaustralia.com.au) and enter 'Tyabb Primary School' in the 'school finder' on their homepage or call the Camp Australia Customer Service Team on 1300 105 343.



#### **Save 50% or more with the Child Care Benefit and Rebate**

The Child Care Rebate is NOT income tested. It pays up to 50% of your out of pocket costs. Up to \$7,500 per child, per year. For more information on what you are entitled to and how to claim, you can contact the Family Assistance Office on 13 61 50.





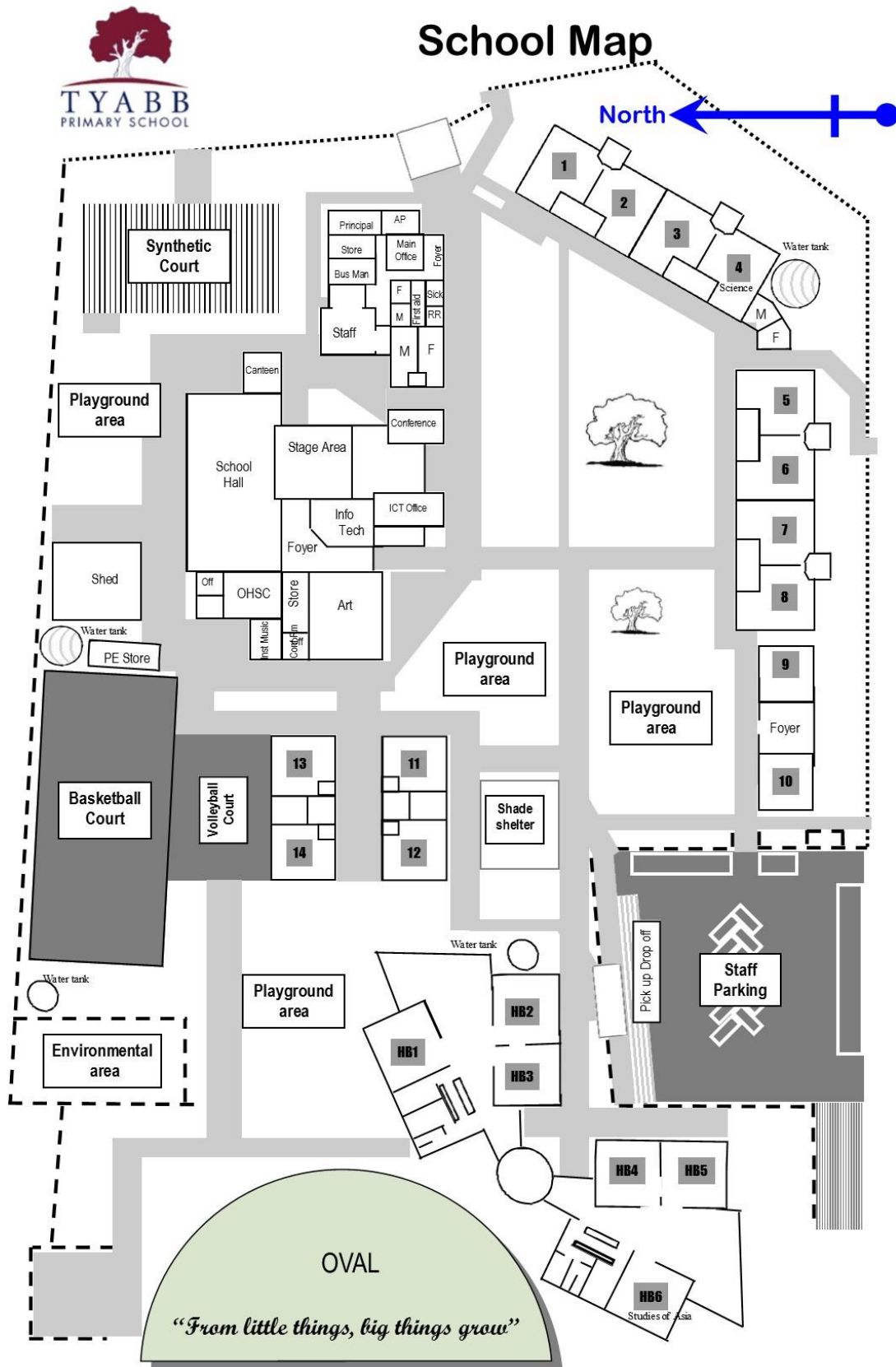
## Appendix B: Infectious Diseases Table – Exclusion from School

The principal is required to exclude children according to the following table. Note that the Regulations require the parent or guardian to inform the principal as soon as practicable if the child is infected with any of the diseases listed in the table or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery will be matters for the municipal Medical Officer of Health.

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	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
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	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
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	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
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	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
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	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
28	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
29	Tuberculosis (excluding 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
30	Typhoid fever (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



## Appendix C: School Plan



## Appendix D: School Rules

### Children at Tyabb PS are expected to:

- Uphold our school values and expectation of behaviour ( refer to our Welfare and Behaviour Chart)
- Use good manners and show respect for others **Harassment and bullying will not be tolerated**
- Listen to the teacher and follow teacher instructions
- Remain within the school grounds during school hours unless permission has been granted
- Refrain from using rollerblades, skateboards and bicycles in the school grounds
- Walk under the covered ways and proceed in a safe manner within the school
- Help to keep the school clean at all times and protect the school environment
- Use a positive approach to resolve problems calmly, sensibly and fairly. Aggressive behaviour is not permitted
- Play in a safe manner and leave dangerous implements at home
- Play in appropriate areas
- Refrain from throwing dangerous objects
- Stay outside the school buildings unless supervised
- Wear correct uniform unless a specific exception has been given
- Behave in an appropriate manner at all times but especially when representing the school

### CONSEQUENCES

If a student makes poor choices and behaves inappropriately they may move through the following steps. If the situation is serious then the steps will be shortened.

#### **STEP ONE**

Student will receive a warning from the teacher to remind them to be on task in their learning environment.

#### **STEP TWO**

Student will be removed from the activity (e.g. from floor to table) that they are working in to refocus on the activity they are working on.

#### **STEP THREE**

Student will be removed from the group that they are working in and reminded of their need to refocus on the activity (e.g. moved to the back room, teacher's office)

#### **STEP FOUR**

Student will be removed from the classroom and sent to their 'Buddy Classroom'.

#### **STEP FIVE**

Student will be sent to Principal / Assistant Principal and parents will be contacted. Timeout will be given. If the behaviour continues and there are repeated 'timeouts' a student may be given an after school detention.

#### **STEP SIX**

Following Department of Education and Training Guidelines, the student will be suspended.

#### **STEP SEVEN**

Following Department of Education and Training Guidelines, the student will be expelled.

It is usual for discussion between the classroom teacher, the parents/guardians and the Assistant Principal and/or Principal to be carried out from STEP FIVE onwards.



# Tyabb Primary School Values and Whole School Rules and Expectations.

## AS STUDENTS WE WILL SHOW OUR VALUES BY:

<p><b>RESPECT</b></p> <p><i>To act in a way that shows you care for yourself, others and the environment.</i></p>	<p><u>We show this value by:</u></p> <ul style="list-style-type: none"> <li>• Being kind and caring</li> <li>• Accepting and including others</li> <li>• Actively listening</li> <li>• Using good manners</li> <li>• Following staff instructions</li> <li>• Caring for property / environment</li> </ul>
<p><b>SAFETY</b></p> <p><i>To behave in a safe manner. To protect yourself and others from injury, risk or danger.</i></p>	<p><u>We show this value by:</u></p> <ul style="list-style-type: none"> <li>• Respecting personal space</li> <li>• Keeping hands and feet to ourselves</li> <li>• Using equipment as instructed</li> <li>• Walking inside and undercover</li> <li>• Respecting school boundaries</li> <li>• Following staff instructions</li> </ul>
<p><b>RESPONSIBILITY</b></p> <p><i>To take care of someone or something. To make good choices and <b>accept the consequences of your actions.</b></i></p>	<p><u>We show this value by:</u></p> <ul style="list-style-type: none"> <li>• Being persistent and trying our best</li> <li>• Bouncing back and being resilient</li> <li>• Being organised and ready to learn</li> <li>• Finishing what we have started</li> <li>• Making good choices and accepting the consequences of your actions</li> </ul>
<p><b>INTEGRITY</b></p> <p><i>To do the right thing and be kind, caring, honest and trustworthy.</i></p>	<p><u>We show this value by:</u></p> <ul style="list-style-type: none"> <li>• Doing the right thing</li> <li>• Helping others</li> <li>• Being kind, caring and trustworthy</li> <li>• Being honest and telling the truth</li> <li>• Accepting and including others</li> <li>• Taking responsibility for our actions</li> </ul>
<p><b>OPTIMISM</b></p> <p><i>To always strive for your best and display a positive attitude.</i></p>	<p><u>We show this value by:</u></p> <ul style="list-style-type: none"> <li>• Striving to be our best</li> <li>• Having a positive attitude</li> <li>• Encouraging and supporting others</li> <li>• Believing you can do it!</li> <li>• Enjoying school and making the most of opportunities</li> </ul>



## **EXPECTED BEHAVIOURS ( Code of Conduct)**

### **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,
- 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,
- Make known to parents the school's communication and complaints procedures.

### **AS TEACHERS AND ALL NON-TEACHING 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, WE WILL:**

- model positive behaviour to our child,
- communicate politely and respectfully with all members of the school community,
- 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 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,
- utilise the school's processes for communication with staff and submitting complaints model positive behaviour to other students,
- 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,
- not disrupt the learning of others and make the most of our educational opportunities.

## Contact Information



**Principal:**

Carole Howden

**School Council President:**

Shelly Bellinger

**PFA President:**

Jantina Forecast

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