

SHERBOURNE PRIMARY SCHOOL

PARENT HANDBOOK

2021





STUDENT CODE OF CONDUCT – drawn up by our student and teachers.

We value:	This means:
RESPECT	<ul style="list-style-type: none">• Treat others how you would like to be treated.• Respect for property, environment, others and self.• Respect we are all different and that makes the world a great place.• Good manners in words and action, show respect.• Appreciating others' strengths and understand others' challenges/difficulties.• Tolerance and acknowledgement of different ideas and preferences.
RESPONSIBILITY	<ul style="list-style-type: none">• Be the best person you can be• Taking ownership of your actions and choices.• Making wise choices, doing what is right. (Good decision making).• Trying your best.• Showing leadership (e.g. in class, the yard, group work etc.)• Taking responsibility for the care of your belongings and others• Show initiative in taking care of each other, our belongings and school.• Take pride in all you do.
TEAMWORK	<ul style="list-style-type: none">• We understand that together we can achieve so much more• Being co-operative.• Listening to and respecting others' opinions.• Compromise.• Friendship and inclusion.• Communication.• Kindness.
LEARNING	<ul style="list-style-type: none">• Challenging yourself, enjoy the challenge.• Work hard, get smart.• Have a go, take a risk.• We learn from our mistakes.• We love learning – we are inspired, curious and self-driven in our learning.• We value curiosity.• Taking pride in work.• Perseverance

Our values are the basis of all of our actions and discipline. Students and teachers work together to draw up an agreed student code of conduct. Our school has developed a positive, realistic and consistent approach to student behaviour.

When necessary the school will consult and negotiate with parents about their children's behaviour and expects full support in attempting to resolve problems. The school promotes a shared responsibility for sustaining positive student behaviour.

At Sherbourne we use a Restorative Practices whole school approach to behaviour management. While students are accountable for their behaviour the focus is on repairing the damage caused by actions to other members of the community and on restoring relationships.

Sherbourne Primary School
Parent Handbook - 2021
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ACCESS TO CHILDREN

There are times when parents are concerned about incidents involving their children and want more information, or seek to 'fix' what they see as a problem. If you have a concern about a child or children, you should make a time to see the class teacher and/or Principal. We need to know of your concerns – we can only act on what we know. There are guidelines set out by the Department of Education, for access to children whilst at school. ***At no time is it permissible for parents to directly approach children to discuss incidents.***

ART SMOCK

All children will need to bring an Art Smock or other suitable clothing protection for Art and Craft activities. Please ensure these are clearly labelled.

ASSEMBLY

Junior School Councillors run our whole school assembly fortnightly on Tuesdays at 3.00pm in the hall or on the hardcourts. Watch the newsletter each term for dates. Parents are welcome to come along.

ATTENDANCE/ ABSENCE NOTES

Students are expected to come to school every school day unless ill. There is a strong correlation between student learning and student attendance. Parents are requested to enter their child's absences on Compass, our communication portal. Department regulations require that absences be recorded and parents provide reasons for any absences.

In the event of an extended absence, for example a family holiday during the school term, your class teacher should be informed in advance **in writing** please.

BICYCLES & SCOOTERS

We encourage active travel to and from school. All students who ride a bike or scooter to school must wear a helmet. Bikes and scooters must be parked in the Junior and Senior bike racks provided, a secure lock is recommended. The school takes no responsibility for the security of bikes.

Bikes and scooters must be walked through the school grounds and cannot be ridden in the yard before school or prior to 4.00pm for everyone's safety.

BOOK PACKS/STATIONERY

Book packs are organised by the school for each year level. The school receives a bulk order and distributes stationery and any text books to students as needed. All students are required to provide their own pencil case with pencils, textas and writing tools as listed by their year level teachers. During the year pencil cases are checked and reminders sent out for replacement glue sticks, pencils etc.

BUDDIES

All students in the school are matched with a cross age buddy. Buddy grades participate in weekly organized activities. A buddy program helps all children to know someone in the school who is not in their grade. For younger students it is very reassuring to have a "big buddy" to say "Hi" to in the yard and for older students the responsibility of looking out for a young buddy gives leadership and care experiences.

CAMPS

The Sherbourne camping program commences in Prep with a breakfast at school. Grade 1 and 2 have a special camping activity day. Grade 3/4s and 5/6s spend 3 days/2 nights on camp. Camps alternate between beach and bush settings and are linked to the class study unit.

CANTEEN/LUNCH ORDERS

Lunches can be ordered online or in the morning before 9.10am each Friday. The price list and details are on the school website. Lunches are prepared offsite by “My Mum and I” and are delivered to school in time for lunch.

CAR PARKING

The school car parks are reserved for use by school **staff only** until 5.00pm. The only exception is for cars collecting or dropping students with disabilities. Cars parked in Fernside Avenue and Outlook Crescent need to be aware of current parking restrictions. Pedestrians must **not** walk through the staff car parks at any time for the safety of all.

CASUAL REPLACEMENT TEACHERS (CRTS)

There may be occasions when your child’s teacher is absent. It is the normal practice for the school to employ a casual replacement teacher (CRT) to replace the class teacher for the period of absence. Generally the school attempts to locate a replacement teacher who is well known to the students and who has a good understanding of the school’s procedures.

CHILD SAFE STANDARDS

Sherbourne Primary School has a commitment to the safety and wellbeing of all children and has established practices and processes throughout the school to keep our children safe. We are compliant with VRQA requirements. All members of our community have a responsibility for the safety of our children.

CLEANERS

Contract cleaners clean our school on a daily basis. We all share responsibility for keeping our school clean and tidy.

CODE OF CO-OPERATION

Shared community values (see page 2) and a Code of Co-operation have been formulated between students, parents and staff.

Playground Rules

- *Stay inside the playgrounds unless with a teacher*
- *Keep clear of car parks*
- *All rubbish must be placed in bins*
- *Undercover areas, breezeways, the front of the school and canteen areas are for quiet activities only*
- *Walk along paths, through breezeways and around corners*
- *Play in the designated play areas. Toilets, garden beds and steps are not places for play.*
- *Keep our toilets a safe and clean room for everyone’s use.*
- *Don't throw dangerous things like sticks and stones.*
- *Bikes and scooters must be walked through the playgrounds before and after school and must not be touched during the school day.*
- *All bike riders etc. must wear a safety helmet*
- *Items that can cause injury or damage like knives, matches, aerosol sprays must not be brought to school.*
- *We are not allowed to climb trees, fences or get onto the school roof*
- *Personal items, toys and games are brought to school at owner’s own risk, leave valuable items at home.*
- *Toy weapons are not permitted*

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- *You must eat food in the designated food zones outside before playing*
 - *Designated Food Zones include the seats and rotunda at the front of the school, seats alongside the basketball courts and seats under the large tree in the Prep to 2 area*

Building Rules

- *Stay outside before school and at recesses unless given permission by a teacher*
- *Move around inside the buildings safely, in a quiet, sensible manner*
- *Use the correct door to come in and out of the building*
- *Line up punctually and orderly in your class areas after recesses*
- *Digital technology is only to be used with a teacher's permission*
- *When moving around the building during class time, always go in threes*
- *The no hat zone is the rotunda at the front of the school and the shaded food zone area for juniors and the decks*
- *Music just before the bell means finish your play, clean up and head to line up*

COLLECTION OF A CHILD

All children leaving school, outside of normal hours must be signed out in the "Early Collection Register" situated at the office. An early dismissal slip will then be issued and must be presented to the classroom teacher. A parent or guardian must sign out children.

Children are not permitted to leave the school grounds during school hours unaccompanied, nor can they leave with anyone under 18 years of age during school hours.

COMMUNICATION

Sherbourne Primary School utilises a parent portal called Compass School Manager.

This portal is used by our school community – teachers, student families and administrators and provides immediate, real time information. The benefits of Compass are:

- Improved communication throughout the school community by way of a single point of contact that can be accessed via computers, smart phones and other devices
- Improved attendance management. Teachers mark rolls electronically and parents or teachers can approve absences online
- Access convenience. Information is available 24 hours/day from anywhere with internet availability
- Improved excursion management, event information and permission are submitted online
- Student Reports are accessible through Compass
- Live updates of level team newsletters, school calendar and school news

Each family requires a Username and Password. New families will receive a letter containing a Username and Password.

CSEF CAMPS, SPORTS & EXCURSIONS FUND

CSEF will be provided by the Victoria Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If parents hold a valid means-tested concession card or are a temporary foster parent, they may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

CSEF application forms are available from the school office or download from www.education.vic.gov.au/csef.

For more information about the CSEF visit www.education.vic.gov.au/csef.

CURRICULUM

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

Capabilities

The Victorian Curriculum F–10 includes capabilities, which are a set of discrete knowledge and skills that can and should be taught explicitly in and through the learning areas, but are not fully defined by any of the learning areas or disciplines.

The learning of Literacy and Numeracy and the skills and knowledge defined by the ICT general capability are now embedded in student learning across the curriculum.

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none">• Dance• Drama• Media Arts• Music• Visual Arts• Visual Communication Design EnglishHealth and Physical EducationThe Humanities <ul style="list-style-type: none">• Civics and Citizenship• Economics and Business• Geography• History LanguagesMathematicsScienceTechnologies <ul style="list-style-type: none">• Design and Technologies• Digital Technologies	Critical and Creative ThinkingEthicalInterculturalPersonal and Social

<http://www.vcaa.vic.edu.au/pages/foundation10/f10index.aspx>

EARLY DISMISSAL

All children will be dismissed at 2.30pm on the last day of each term and 1.30pm on the last day of the school year. At all other times, dismissal is 3.30pm.

EMERGENCY CONTACT DETAILS

Please ensure you fill in the emergency contact details on the enrolment form and keep that information **up to date** at the office and on Compass. It is a condition of enrolment that we have contact details for 2 alternative persons other than the parents in case of emergency.

EMERGENCY MANAGEMENT

The school has in place a set of procedures to handle any form of disaster e.g. fire, bomb threat. Evacuations and lockdowns (stay inside) drill procedures are conducted at least once each term for the children and staff to familiarise themselves with the procedures required.

ENTRANCE REQUIREMENTS

The Department of Education requires that children turn 5 before the 30th of April in their Prep (first) year. Upon enrolment you will need to bring along with you:

a) *Birth Certificate*

Please bring along a copy of your child's birth certificate. This must be sighted to complete enrolment.

b) *Immunisation Certificate:*

It is a legal requirement to provide a school entry immunisation status certificate on enrolment to primary school in Victoria. It is a current record of your child's immunisations. Legislation does not make immunisation compulsory; however, certification of immunisation status is compulsory. These certificates can be obtained from the Australian Childhood Immunisation Register, Medicare Australia Office, your GP or your local council immunisation service.

EXCURSIONS/INCURSIONS

Excursions are seen as a vital means of developing children's experiences and understanding in all areas of the curriculum. They are also part of the school's educational program. At each year level children will be expected to participate in both local excursions, where they can walk to the venue (parks, sporting grounds, shop, etc.), or to excursions further afield requiring transport. Parents will be requested to pay for the cost of their child's participation in the excursion as well as giving consent, permitting the child to go on the excursion and for teachers to arrange medical attention if required.

Incursions inclusive visitors, performers or activities that come into the school

These experiences are important to classroom work. Activities for each term will be listed on the Term planner with associated charges.

EXPENSIVE ITEMS

In the best interest of all involved the school requests that children do not bring expensive items such as cameras, phones, iPods, computer games etc, to school. If such items are brought to school they do so under the responsibility of the owner.

FIRST AID

Janis, in our office, oversees the First Aid program. She is also responsible for the care and maintenance of First Aid provisions as well as Health Management plans for individual students with special medical needs. Staff share the responsibility for First Aid throughout the week. It is very important school has all the important medical information about your child. It will be treated confidentially and only used as needed. The first aid room is located behind the school office.

FRUIT BREAKS

Each day we encourage students to bring a fresh fruit or vegetable snack, additional to their playlunch and lunch to eat in class to keep up concentration and energy levels. Class teachers nominate a suitable time in the morning session for their class to have this snack. Only fresh fruit or vegetables may be eaten at this time. Cut up fruit is sometimes more manageable for younger students.

GRADE PLACEMENT POLICY

In Term 4 every year teachers work together within and across teaching teams to look at placing each student optimally for the next year based on their professional judgement and observation including social, academic, and personal work habit factors. Early in Term 4 parents have the opportunity to provide information to the Principal related to their child's placement for the following year. Information related to social and/or educational reasons are welcome. Requests for individual teachers will not be accepted. Information received is considered in the context of all the information the teacher has about the children and will be treated as confidential.

HALL

The school hall is an excellent facility used for Physical Education (PE) for all grades, sport, the Prep Perceptual Motor Program (PMP) and whole school assemblies. Music performances, sports training and visiting theatre and performing groups also use the School Hall. The hall is also available for hire to sports groups for training sessions.

HEALTH SCREENING AND SERVICES

Support Services

Please note access to all these services requires parent permission.

DET (Department of Education and Training) Nursing Service

A DET school nurse visits the school each year. All Prep families will complete a Health Check questionnaire and as a result of consultation with the teacher and parent some students will have sight and hearing tests.

HOMEWORK

At the start of the year, class expectations of homework will be shared and explained.

P-2 In the Junior school, children have a "take home book" to read and share, as well as Maths Share activities. Chatterbox homework is also done in P-2 to build oral language and presentation skills

3-4 In the Middle school, math, reading and spelling homework and an occasional project will require some time at home.

5-6 The Upper school has similar activities. Diaries are used in this area to help with homework planning. Organisational skills are encouraged through the homework activities. The SPS Homework policy is available on the school website.

HOT WEATHER

All classrooms at Sherbourne are air conditioned so even on very hot days the learning environment inside can be made comfortable. On days of extreme heat, the Principal may implement a "Hot Day timetable" reducing the amount of time spent outside at lunch and recess time by students.

INFORMATION COMMUNICATION TECHNOLOGY

At Sherbourne PS we have a bank of laptops and a bank of iPads which we share across the school. Classes may have small groups or individuals working on devices or may organise their whole class to work on devices. We also have a variety of digital technologies to assist in the teaching of coding and other digital technology skills of the curriculum. ICT is used at Sherbourne to develop the skills of the Victorian Digital Technology curriculum as well as a tool across other areas of the curriculum. ICT offers the opportunity to personalise learning and provide a different form of practice of skills.

An Acceptable Use Policy is a written agreement signed by students and their parents outlining the terms and conditions of safe and acceptable use of computers and other Information and Communication Technologies (ICT) at school including the intranet and Internet. All students Prep to

Year 6 are required to read and complete this agreement with their families each year. All classes actively learn about Cyber safety throughout the year.

INTERSCHOOL SPORT

Interschool Sport is integrated into the Year 5 and 6 PE program. It is played on Fridays against other local schools in the Montmorency District Association. These team sports give the children the opportunity to develop and apply skills and knowledge that have been acquired during their Physical Education lessons. All children are required to play interschool sport and are given the opportunity to choose and participate in any of the sports being offered by the district association. The social skills and importance sport plays in a healthy lifestyle are continually emphasised to all children.

JAPANESE

At Sherbourne all students from Prep to Year 6 participate in a weekly session in our Japanese classroom with our Sensei. Students practise to speak, read and write in Japanese scripts. They also learn about the Japanese culture, enjoying Japanese stories, songs, and crafts as well as celebrating special Japanese Festival days. We know language learning is very good for children's growing brains.

JUNIOR SCHOOL COUNCIL

All grades are represented on the JSC at Sherbourne. At the beginning of each semester, class representatives are nominated and elected by their peers. The JSC meets each week where they discuss and act on areas of concern to them and or their class.

Each JSC member reports to their grade and takes grade comments/suggestions back to meetings. JSC representatives run Monday assembly reporting to the whole school. JSC members also report to SPS School Council.

The Junior School Council organises and implements a fundraising activity each term nominating a local charity or special school project.

LIBRARY

Sherbourne has an attractive, well-loved library which each class visits weekly. Through Library lessons, the children are acquainted with all sections of the Library and are instructed on care of books and responsible borrowing procedures.

Borrowing conditions

Children are encouraged to borrow regularly from the library. Books are borrowed for a period of two weeks and the borrowing period may be extended on request.

Prep students are allowed to borrow two books.

Grades 1-6 are permitted to borrow 3 books. Students with overdue books are not able to borrow until books are returned or paid for.

Care must be taken to keep books in a safe place at home. Please do not attempt to mend a book, which may be damaged whilst in your child's care - return the book with a covering note. The replacement costs of lost books and books damaged beyond repair are expected to be met by parents.

Our librarian Debbie works one day a week and is very knowledgeable about books our students will love to read!

LOST PROPERTY

Lost Property is stored in the Junior building outside the Prep classrooms as well as in the Middle school area. Parents and students are welcome to check these boxes. If items remain unclaimed they are distributed to charities or sold at the Uniform Shop.

PLEASE MARK YOUR CHILD'S NAME ON ALL ARTICLES OF CLOTHING, FOOD CONTAINERS AND POSSESSIONS!

LUNCHES

Lunches are eaten in the classroom for the first 10 minutes of lunchtime under the supervision of teachers. Children are then directed to eat outside in shaded eating zones including deck areas. At the start of the year Preps are given more eating time as they learn school routine.

Please do not give your child too much to eat. For younger children, it is helpful to wrap the playtime snack separately from the main lunch and show your child where each is located. Please have your child's name written clearly on their lunchbox or bag. If drinks are sent they should be in a well-sealed container. Glass bottles are not permitted. Please note our Nut-free policy! We encourage families to be conscious of, and limit packaging to reduce the rubbish and litter at our school as well as in the environment. Thank you for helping us with this.

MEDICATION

Following illnesses or as a preventative measure, there may be occasions when children are required to take prescribed medications during the course of the school day. In order to provide adequate supervision and ensure correct administration, ***we ask that parents provide clear written instructions and a signed authorisation.***

- The medication should be clearly labelled with the child's name and grade.
- The required dosage should be clearly stated and, in the case of liquids, an appropriate dispenser included.
- The exact times for administration of the medication should be stated.
- Any other relevant instructions should be included.
- Medication should be given to either the class teacher or delivered to the office.

The only exception to this is asthma medication or other medication required for self-administration if the child is trained in the use of such medication. However, there is still a requirement for **written parental permission and instruction.**

MOBILE PHONES

Students are not permitted to carry mobile phones during the school day. During the school day, we are always able to get a message to your child should this be necessary. Similarly, if a child needs to contact you for urgent reasons this can be arranged.

If a student has parental permission to bring a mobile phone to school, it should be handed into the office for safekeeping on arrival and picked up upon departure from school. The school takes no responsibility for mobile phones brought to school.

MUSIC – INSTRUMENTAL LESSONS

Private instrumental tuition is available during school hours at Sherbourne. Primary Music Institute offers tuition in guitar, drums and keyboard. Lessons are privately organised and paid for directly through the company at <https://www.primarymusicinstitute.com.au/> Depending on demand, tuition of other instruments may also be offered.

NEWSLETTER

To keep you informed of school activities a newsletter "**OUTLOOK**" is published fortnightly on a Thursday on our school website and forwarded to all parents/guardians via Compass.

NUTFREE POLICY

Sherbourne PS is a nut-free zone. This means nuts, foods containing whole nuts or pieces of nut or nut spreads (peanut butter, Nutella) CANNOT be brought to school at all.

Please ensure your child's playlunch snacks and lunch conform to these requirements in our endeavour to keep all of our students at Sherbourne healthy and safe.

OUT OF SCHOOL HOURS CARE PROGRAM

The Before and After School Care program at Sherbourne PS is run by Camp Australia. The program is located in the Music Room opposite the canteen.

The direct phone number for the program at Sherbourne is 0434 422 304. The answering machine is checked daily. All casual bookings must be made this way or through the school office on 9434 7142.

Payments and billing are organised through Camp Australia.

Sherbourne Primary School Out of School Hours Care Program is a registered carer for the Child Care Benefit through Centrelink. Speak to the co-ordinator for this information.

In the morning, quiet activities such as reading, drawing, puzzles and board games will be offered. Breakfast is also provided.

In the afternoon a wider variety of activities is offered. These include cooking, craft, both indoor and outdoor games, team games, board games etc. Snacks will be provided for afternoon tea.

Before School Care is from 7.00 am - 8.45 am

After School Care is from 3.30 pm - 6.00 pm

Current fees are available from the program. Once your child is registered with the program bookings can be made on a permanent or casual basis.

PARENT INVOLVEMENT

Parent involvement is welcomed at all levels of school activity. This involvement can be on a formal basis by joining one of the parent groups, or informally by assisting at the classroom level. Assistance at the classroom level varies from teacher to teacher but usually falls into the following categories: -

- assisting with class literacy/numeracy programs
- hearing reading
- typing stories
- helping on excursions or special event days
- assisting with swimming or camps

Requests will be made by teachers from time to time but if you wish to help on a regular basis please contact your child's teacher. All parent helpers require a current Working with Children Check.

Parents can also become members of the School Council, participate in sub-committees, fundraising activities and working bees. We welcome your participation in our friendly community!

PARENTS AND FRIENDS

The Parents and Friends group are a group of parents who organise the social and fundraising activities for the families of the school.

Fundraising activities include various drives, Mother's/Father's Day stalls and Christmas raffles. The funds raised contribute greatly to the facilities and resources for all the children. We are always looking for new fundraising ideas as well as new members of our Parents and Friends group. Please contact the office if you are interested. Your support of our activities is much appreciated!

PERFORMING ARTS

All students will have a weekly Performing Arts specialist session in Semester 2. Performing Arts includes dance, drama, music and media. This is in addition to the classroom program which also regularly incorporate these elements of curriculum.

PHOTOGRAPHS

School photographs are taken annually. Class and individual shots are taken. At this time, there will also be an opportunity for children in the same family to have their photos taken together. Whole school photos and other group photos are also taken. eg. Junior School Council, Sports Captains etc. Photos are pre-ordered and paid prior to Photo Day. There is no obligation for families to purchase photos.

PHYSICAL EDUCATION P-2 and PREP PMP

In PE lessons, the children participate in activities from the areas of Gymnastics, Dance, Basic Movement, Athletics, Ball Handling and Minor Games. Activities focus on the development of dominant movement patterns, Fundamental Motor Skills and fitness. Children also take part in a Swimming program.

The Perceptual Motor Program (PMP) for Preps is a weekly half hour session of activities, which assist the development of eye/hand and eye/foot co-ordination, balance, fitness, body awareness and control, locomotion and the understanding of language concepts. It is reliant on the assistance of parents. The children rotate through several different activity stations each session.

PHYSICAL EDUCATION (3-6)

In Grades 3-6 the Physical Education program has two components: PE lessons and Sport. Fundamental Motor Skills and fitness are developed in PE lessons in the areas of Ball Handling, Athletics, Dance, Gymnastics and Games. Sport sessions, Year 3-6, allow all the children to experience many different sports, developing and applying the skills they have learnt in the Physical Education Program. The children are encouraged to participate in a positive and sporting manner. Children take part in a Swimming program in term four.

Children must wear the appropriate clothing and footwear as required for the skills being performed. Children need to bring their water bottle to PE lessons and Sport and in the Sun Smart period their School hat.

PLAYGROUND SUPERVISION

Teachers are on duty in the playground before school between 8.45 and 9.00 a.m. during morning recess, at lunchtime and after school until 3.45 p.m. This is to ensure the safety of our children, to supervise their conduct, to maintain cleanliness of play areas and to encourage respect for all equipment and buildings. Parents are requested to see that children do not arrive at school too early as the playground is not supervised until 8.45 a.m. each morning. There are a number of teachers at school well before that time, but they are not responsible for supervision of the children until 8.45am. Children are not supervised after 3.45 p.m. At lunch and recess there are teachers and aides in both the junior and senior play areas. They are easily identified by the fluorescent vest they wear.

PREPARING FOR PREP

You can help your child to settle in at school confidently and happily by helping him/her develop such skills as being able to:

- open lunch box, undo wrappings, open drink containers, peel fruit, use bubble taps etc.
- play games, share, follow rules
- use the toilet - work zips or buttons, flush toilet, wash hands
- relate to adults - listen, co-operate, make requests known

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- relate to children - join in, take turns, share, co-operate
 - understand that there are rules at school
 - understand that tidying up afterwards is part of a game or activity
 - know where to locate their name tag on articles of clothing and hats

PREP COMMENCEMENT TO SCHOOL

Prep children will commence school in **2021 on Friday January 29**. School will conclude at **2.00 pm** for the Prep children on this day.

From **Monday February 1** Prep students will attend school for four full school days per week, on Monday, Tuesday, Thursday and Friday from 9.00am to 3.30pm. **Prep students will not attend school on Wednesdays in February.**

Prep teachers conduct Prep Entry Assessment tasks on those Wednesdays – you will receive an appointment time. The first full week of attendance for Prep students is the week commencing Monday March 1.

PREP REQUIREMENTS

Parents are asked to supply each child with the following:

1. Art smock eg old shirt, NAMED
2. Library bag NAMED
3. A box of tissues
4. A sponge
5. A spare pair of underpants and a change of clothes in a plastic bag to be kept in school bag.

PUNCTUALITY

The music to start the day begins at 8.55am so children can start the day at **9.00am**.

Children who are frequently late miss out on important introductions and details of learning at the start of the day. They can also be a disruption to other learners. We expect your children to be on time. Children arriving at school after 9.00 am for any reason **must** report to the office **with an adult** for a late pass. All late arrivals must be recorded in attendance records.

REPORTING TO PARENTS

Formal reporting to parents takes place each term. In Terms 2 and 4 it is in the form of a written report of progress, identifying each student's achievements to date and directions for future growth. The reports are posted on Compass.

In Term 1 and 3 we conduct Student Progress Meetings, a three-way discussion between student, teacher and parents. In Term 1 it is a great opportunity for all to become acquainted and address any issues and concerns. During the Student Progress Meetings work is shared and discussion focuses upon the child's strengths, progress and opportunities for improvement.

Additionally informal, ongoing communication is encouraged. Your class teacher is your first point of contact. He or she will always be very happy to arrange a mutually convenient time to meet. Please note your teacher will not always be able to see you before or after school unannounced. A telephone call, email or note is recommended. The school also provides many other opportunities for discussion between teachers and parents when requested. We value the home-school partnership as it is most beneficial to your child's learning. You can also email your child's teachers through Compass.

SCHOOL COUNCIL

The School Council is made up of elected parents, teachers and interested community members and plays a vital role in the functioning of the school. School Council Committees meet monthly and are open to any interested parents. School Council meets on the third Wednesday of the month and meetings are open to the community. The School Council at Sherbourne PS consists of: -

- seven parent members who are not employed by the Department of Education and Training (DET)
- three members who are employees of DET
- one co-opted member

Half of the membership retires in March of each year. Any parent interested in becoming a School Council or subcommittee member should contact the Principal.

Currently our sub committees are Education, Finance, Buildings and Grounds, Brand, Publicity and Marketing and Parents and Friends.

SCHOOL HOURS

9.00 - 11.30am	Class time
11.30 - 11.40am	Supervised lunch eating
11.40 - 12.20pm	Lunch Recess
12.20 - 2.00pm	Class time
2.00 - 2.40pm	Recess
2.40 - 3.30pm	Class time
3.30pm	School dismissed.

SCHOOL POLICIES

School policies are available on our school website www.sherbps.vic.gov.au Policies are also available, upon request, from the office.

SICKNESS

If your child becomes ill during the course of the day, parents will be contacted and asked to make arrangements to have their child collected. Again, it is essential that contact phone numbers be kept up to date. Some common diseases of childhood are listed with the appropriate details of absence required in the COMMON ILLNESSES: EXCLUSION TABLE.

Refer to Appendix.

SPARE CLOTHING

We have a supply of spare clothing available for little accidents. If your child gets wet or muddy we attempt to provide adequate clothing to keep him/her warm and dry, however if your child requires a full change of clothes and a total clean up, you will be contacted.

It is a good idea for Prep children to always carry spare underwear in their school bag. Please clean and return any replacement clothes and underwear provided by the school.

SPECIALIST TEACHERS AND PROGRAMS

Some areas of the curriculum are delivered by Specialist teachers including Japanese (LOTE), Visual Arts and Physical Education. Each class attends specialist programs weekly. All other areas of the curriculum are taught by the classroom teacher.

SPORT HOUSES

All students will be assigned to a Sports House (or team) upon enrolment. If they have older siblings they will be assigned to the same house. At Sherbourne our Sport Houses are the names of some famous Australian athletes. On special sports days we dress in the colours of our houses.

Red- Freeman Blue – Moneghetti, Green – Lewis, Yellow – Perkins.

STUDENT FREE DAYS

The Department of Education and Training, DET, sets aside four days a year for teachers' professional development, curriculum planning and reporting to parents within the school term. Children do not attend school on these days and parents are notified well in advance of such days. In 2021 the first 2 days of Term 1 Wednesday Jan 27, Thursday Jan 29 will be our first two student free days.

STUDENT LEADERSHIP

There are many opportunities for student leadership throughout the school including Junior School Council and jobs of responsibility. In Year 6 two student leaders, are nominated by their peers and identified as School Captains. Sports Captains for each of the four Sporting Houses, Environmental and ICT Captains are also elected.

Nominated candidates prepare a speech to deliver to their peers prior to voting. These students take a leading role representing our school and student body in their field.

SUN SMART

All children **MUST** wear a Sherbourne Sun Smart hat (as listed on the school uniform list) at all times outside from September 1 to May 1 - "NO HAT NO PLAY". This period is determined by the Cancer Council. This also applies to sport, camps, excursions etc. Each classroom has a large pump pack of 30+ sunscreen for daily use by all children.

Parents may elect to supply their own sunscreen but this must be at school **every day** during the Sun Smart period. A permission slip to apply the school sunscreen is distributed at the start of each school year.

SWIMMING

At Sherbourne we are lucky enough to have our own heated swimming pool. All children in the Prep - 2 area have swimming lessons in the school's pool. Each grade is timetabled for lessons taken by a fully qualified swimming instructor, Vicki Johnson. The lessons are conducted weekly for two terms of the school year.

Children in Grades 3 - 6 participate in a Swimming Program at a Swim centre outside of the school. The program gives the children deep water experience, develops their swimming skills and teaches water safety procedures.

All swimming programs rely on parental assistance (dressing, bus and change room supervision etc.) to operate.

TELEPHONE/CONTACT INFORMATION

School Office:	9434-7142
E-mail:	sherbourne.ps@edumail.vic.gov.au
Website:	www.sherbps.vic.edu.au
Before and After Care:	0434 422 304 www.campaustralia.com.au

TERM DATES FOR 2020 FOR STUDENTS

Term 1: Friday January 29 to Thursday April 1

Term 2: Monday April 19 to Friday June 25

Term 3: Monday July 12 to Friday September 17

Term 4: Monday October 4 to Friday December 17

TERM PLANNER CHARGES

At Sherbourne, each term the costs of excursions, incursions and charges for your child's class is listed and set out in week 2 of each term. If special arrangements need to be made for payment, we are happy to discuss and help organise this. Please contact the school office.

TRANSITION - YEAR 6-7

Sherbourne Primary School, in partnership with local Secondary Colleges, conducts a comprehensive Year 6 to Year 7 transition program. The Year 5 and 6 children are encouraged to participate in visits with their families, either on open days or for individual tours. The Colleges regularly distribute information to parents and students via their publications or websites.

Year 6 families will be required to submit their preferred secondary schools in May each year. Confirmation of placement is received in August. You are guaranteed a placement at your closest local government school.

All Government secondary schools run an Orientation day on the second Tuesday in December each year. Transition to Secondary College is greatly assisted by the children's preparation of passports, collections of work samples that introduce the students to their new teachers. Year 7 co-ordinators also attend interviews with the Year 6 teachers, for each child who will be attending their school. A smooth transition to Secondary College is seen as an important learning focus in the Sherbourne Year 6 program.

TRANSITION - PRE SCHOOL TO PREP

The Prep Transition program is an opportunity for Pre-schoolers enrolled at to get to know some of the faces at school as well as the school environment and playground. Participating children must be accompanied by an adult, so it is also a great opportunity for meeting other families who will be commencing the Prep year with you. In Term 3 it includes activity sessions in different areas of the school. In Term 4 the Prep Transition program includes 4 sessions in the Prep classrooms on Friday mornings and an information evening. In the final two sessions the children will be in the class group they will be in the following year with their Prep teacher in their Prep classroom.

TRANSITION - WHOLE SCHOOL

The whole school participates in a transition program in Term 4. During transition sessions students move up to the next grade area to help them get to know the physical location of their new classroom, where to line up and meet some teachers they are less familiar with. They will also have a session to meet their future class group in their future classroom with their future class teacher. This is a supportive process to assist children to move confidently from one class and teacher to another. Families can assist with lots of positive and encouraging talk about the coming changes.

UNIFORMS

Sherbourne Primary School has a compulsory school uniform which all children are required to wear daily. Families may select from a range of uniform items to choose those that best suit their child. If your child's uniform is unable to be worn on particular occasions, items of similar apparel should be worn and a note of explanation sent to the class teacher.

Uniforms may be purchased from the school Uniform Shop. Opening hours will be advertised through the newsletter. Articles suitable as uniform items are also available at many retail outlets.

Order forms are also available at the school office and online. These can be dropped into the office accompanied by payment and will be filled each week.

Each year, Year 6s have a special item of uniform eg. a SPS rugby top and polo shirt signed by all Year 6s. There are some items of second hand uniform also available from the uniform shop.

DRESS RULES

- School uniform is compulsory for all children. If uniform cannot be worn on a particular day, a note must be brought from home.
- No hat, no play. The Sun Smart period as advised by the Anti-Cancer Council extends from September 1 to May 1 the following year.
- Sun Smart clothing and appropriate t-shirts should be worn.
- Jewellery is not part of our school uniform. Small sleepers or stud earrings are acceptable.
- Necklaces, rings and bracelets should not be worn for safety reasons.

UNIFORM

Short-sleeved polo shirt	(maroon)
Windcheater	(maroon)
Bomber jacket	(maroon/black)
Short-sleeved Summer Dress	(grey/maroon)
Shorts/skorts	(black)
Long plain black pants eg. Track pants, leggings etc	(black)
SPS Broad-brimmed hat	(maroon)
Socks/tights	(black, white or maroon)
School Bag	(optional)

FOOTWEAR (choice of)

Black shoes with covered heels and toes.
Runners (any colour)

INTERSCHOOL SPORT UNIFORM

Short-sleeved polo shirt	
Netball skirt	(black)
Shorts	(black)
Track-suits pants	(black)
Sports briefs/bike pants	(black)

VISITORS to SCHOOL- NAME TAGS

All visitors to the school must report to the office to sign in and collect a visitor's identification tag. It is an essential process to safeguard our students and staff. Parents who work as classroom helpers must sign in at their child's classroom in the junior school or at the office.

VISUAL ARTS

All students will have a weekly Visual Arts session with a specialist teacher in Semester 1 in addition to the regular implementation of Visual Arts across the curriculum in their classrooms throughout the year. The visual arts program includes the areas of painting, printing, drawing, textiles, modelling and construction. The study of art from other times and cultures is also included. Please supply a named art smock for your child. Supplying the art room with recycled materials such as cartons, boxes, plastic containers, wool, material, etc. would be greatly appreciated.

WATER BOTTLES

We acknowledge the vital role of water in healthy living and learning, so drink bottles of water are accessible to students in the classrooms throughout the day. Children are encouraged to take frequent drinks of water and have the opportunity to refill them at breaks. Bottles are taken home each night for a proper clean and should be returned with fresh water each day throughout the year. Please note these bottles are to be used for water only and need to be clearly named.

WEBSITE

Lots of information including a calendar for the year, the school newsletter, policies and reports of events throughout the year are available on our school website www.sherbps.vic.gov.au

We always appreciate your feedback on our website; please contact the Principal through the school office, 9434 7142.

The Department of Education website is www.education.vic.gov.au – there is a special section for parents which contains a lot of useful information.

WET WEATHER

All rooms are well heated so cold weather is not a big problem. If it is raining at lunchtime or recess a WET DAY timetable will be implemented. Children will remain or be brought indoors during these wet times. Dismissal time remains at 3.30 pm as usual.

WORKING BEES

Schools are responsible for the maintenance and development of their grounds and depend on their community to help with this task. Each term the Buildings and Grounds team organise a Working Bee. The dates will be advertised in the school newsletter. Your help and support towards maintaining an attractive and safe school ground is strongly encouraged and greatly appreciated.

WORKING WITH CHILDREN CHECKS (WWC)

It is a condition at Sherbourne PS that all parent volunteer helpers are required to have a current satisfactory Working with Children Check. The school maintains an up to date register of this information. Checks last for 5 years and are free. Application forms are available online at <http://www.workingwithchildren.vic.gov.au>



SHERBOURNE PRIMARY SCHOOL STATEMENT OF VALUES AND SCHOOL PHILOSOPHY

PURPOSE

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

POLICY

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

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

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

This policy outlines our school's vision, mission, objective, values and expectations of our school community.

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

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

VISION:

To be recognized as a leader in educational excellence, creating a better world of learning for all.

MISSION:

At Sherbourne our mission is to provide a positive learning environment:

- Engaging learners in motivating and challenging programs that are fun and enjoyable
- Ensuring our children are safe and happy
- Operating within a spirit of teamwork, co-operation and in partnership with the community
- Delivering quality, well planned and evaluated learning
- Maximizing the opportunities for all individuals to achieve and succeed

OBJECTIVE

Sherbourne Primary School's objective is *to enable all students to be literate, numerate and curious with a love of learning and the skills to pursue this. We aim to develop articulate, collaborative and compassionate community members who care about the environment and each other.*

VALUES

Sherbourne Primary School's values are Respect, Responsibility, Teamwork and Learning.

BEHAVIOURAL EXPECTATIONS

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

As principals and school leaders, we will:

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

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

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

As parents and carers, we will:

- model positive behaviour to our child
- communicate politely and respectfully with all members of the school community
- ensure our child attends school on time, every day the school is open for instruction
- take an interest in our child's school and learning
- work with the school to achieve the best outcomes for our child
- communicate constructively with the school and use expected processes and protocols when raising concerns
- support school staff to maintain a safe learning environment for all students
- follow the school's processes for communication with staff and making complaints
- treat all school leaders, staff, students, and other members of the school community with respect

As students, we will:

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

As community members, we will:

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

UNREASONABLE BEHAVIOURS

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

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

Unreasonable behaviour includes:

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

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

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

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

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

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

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

COMMUNICATION

The school philosophy and values will be communicated with the community through our website, newsletter, Parent and Staff Handbook, information and open evenings. Our values are visible and prominent around our school environment inside and outside. As well as on our school reports and newsletter.

Our values will also be featured in school assemblies across the year.

FURTHER INFORMATION AND RESOURCES

See also Sherbourne PS policies:

Student Wellbeing and Engagement

Communication with School Staff

Respect for School Staff

Bullying Prevention Policy



SHERBOURNE PS

CHILD SAFE POLICY AND STATEMENT OF COMMITMENT

RATIONALE

Our commitment to child safety

Sherbourne Primary School is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Sherbourne Primary School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Sherbourne Primary School has robust human resources and recruitment practices for all staff and volunteers.

Sherbourne Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

Our children

This policy is intended to empower children who are vital and active participants at Sherbourne Primary School.

We involve them when making decisions, especially about matters that directly affect them. We listen to their views and respect what they have to say.

We promote diversity and tolerance in our organisation, and people from all walks of life and cultural backgrounds are welcome. In particular we:

- promote the cultural safety, participation and empowerment of Aboriginal children
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensure that children with a disability are safe and can participate equally

Our staff and volunteers

This policy guides our staff and volunteers on how to behave with children in our organisation.

All of our staff and volunteers must agree to abide by our code of conduct which specifies the standards of conduct required when working with children. All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development of the code of conduct.

Training and supervision

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone's responsibility.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and comfortable in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse.

We also support our staff and volunteers through ongoing supervision to: develop their skills to protect children from abuse; and promote the cultural safety of Aboriginal children, the cultural safety of children from linguistically and/or diverse backgrounds, and the safety of children with a disability.

New employees and volunteers will be supervised regularly to ensure they understand Sherbourne PS's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate (please refer to the Sherbourne PS Code of Conduct to understand appropriate behaviour further). Any inappropriate behaviour will be reported through appropriate channels, including the Department of Health and Human Services and Victoria Police, depending on the severity and urgency of the matter.

Recruitment

We take all reasonable steps to employ skilled people to work with children. We develop selection criteria and advertisements which clearly demonstrate our commitment to child safety and an awareness of our social and legislative responsibilities. Sherbourne PS understands that when recruiting staff and volunteers we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

All people engaged in child-related work, including volunteers, are required to hold a Working with Children Check and to provide evidence of this Check.

We carry out reference checks and police record checks to ensure that we are recruiting the right people. We do retain our own records (but not the actual criminal record) if an applicant's criminal history affected our decision making process.

If during the recruitment process a person's records indicate a criminal history then the person will be given the opportunity to provide further information and context.

Fair procedures for personnel

The safety and wellbeing of children is our primary concern. We are also fair and just to personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence.

We record all allegations of abuse and safety concerns using our incident reporting form¹, including investigation updates. All records are securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to children and families on progress and any actions we as an organisation take.

Privacy

All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, parents or children, unless there is a risk to someone's safety. We have safeguards and practices in place to ensure any personal information is protected. Everyone is entitled to know how this information is recorded, what will be done with it, and who will have access to it.

Legislative responsibilities

Sherbourne PS takes our legal responsibilities seriously, including:

- **Failure to disclose:** Reporting child sexual abuse is a community-wide responsibility. All adults in Victoria who have a reasonable belief that an adult has committed a sexual offence against a child under 16 have an obligation to report that information to the police.

¹ Sherbourne PS Incident Report form and register

-
- **Failure to protect:** People of authority in our organisation will commit an offence if they know of a substantial risk of child sexual abuse and have the power or responsibility to reduce or remove the risk, but negligently fail to do so.
 - Any personnel who are **mandatory reporters** must comply with their duties.

Risk management

In Victoria, organisations are required to protect children when a risk is identified (see information about failure to protect above). In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children.

We have risk management strategies in place to identify, assess, and take steps to minimise child abuse risks, which include risks posed by physical environments (for example, any doors that can lock), and online environments.

Allegations, concerns and complaints

Sherbourne PS takes all allegations seriously and has practices in place to investigate thoroughly and quickly. Our staff and volunteers are trained to deal appropriately with allegations.

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose above).

If an adult has a **reasonable belief** that an incident has occurred then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour

Review

This document was endorsed by School Council	June 2020
Due for review:	June 2022

This policy will be reviewed **every two years** and following significant incidents if they occur. We will ensure that families and children have the opportunity to contribute.

APPENDIX

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
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
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced.	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded

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 their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria —other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose	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	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the	Not excluded
Worms	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Statutory Rule

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

- (a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- (b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

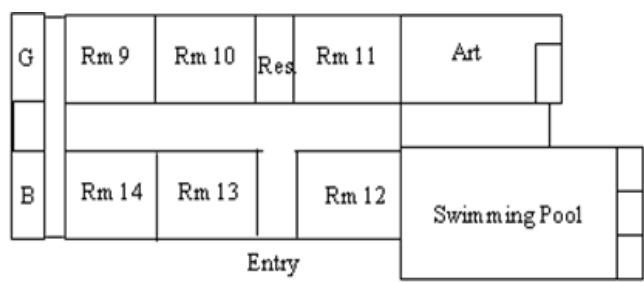
The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visits www.health.vic.gov.au/ideas.

Department of Health

SCHOOL PLAN



**SHERBOURNE
PRIMARY SCHOOL
Melways Reference 21E3**

