



Parent Handbook



TABLE OF CONTENTS

Welcome	3
Important People	3
School Profile & Values	3
What we offer	4
General Information.....	5
Animals on school grounds	5
Assembly	5
Attendance and Absences	5
Birthdays.....	5
Book Club	5
Bullying	6
Bushfire Procedures	6
Canteen	7
Car Parking.....	7
Celebration Days	7
Child Safe Policy and Procedure	8
Chooks	8
Class Times.....	9
Complaints and Grievances	9
Emergency Procedures	10
End of Terms	11
End of School Year Breakfast	11
Excursions	11
Fundraising.....	11
Graduation of Grade 6 Students	11
Hardship	12
Headlice.....	12
Homework	12
Immunisation	12
Items not permitted at school	13
Lost Property	13
Mothers Day and Fathers Day	13
Newsletter.....	13
Parent Assistance at School	13

Parent Listing.....	14
Payment of Money to School	14
Privacy.....	14
School Camps	14
School Council.....	14
School Facebook Page.....	15
School Fees.....	15
School Policies and Procedures	15
School Readers	16
School Uniforms	17
School Website.....	18
Show and Tell.....	18
Smoke Free Environment	18
Snakes	18
Sporting Program.....	18
Student Banking	19
Student Discipline	19
Student File Information.....	19
Student Medical Plans	20
Student Medications	20
Sun Protection	21
Working Bees	21
Working with Children Check.....	21

WELCOME

Thank you for considering Darraweit Guim Primary School as the preferred school for your child's education path.

We welcome your family into our stimulating learning environment that is built on care, respect, honesty and willingness to learn. Our dedicated staff commit to preparing your child to achieve his/her future goals and aspirations and developing a close relationship between the home and the school is an essential part of creating a positive and rewarding educational experience.

Darraweit Guim Primary School has a unique school setting situated in a valley surrounded by farmland and boasts a supportive, positive and welcoming school community. The school's large playground areas, which include an adventure playground, two sand pits, an oval and quiet sitting areas, allow students to play happily, supporting your child's social and emotional wellbeing.

If you have any further queries, please do not hesitate to ask one of our friendly community school members.

IMPORTANT PEOPLE

Mrs Carol Booker	Principal
Mrs Jane Nixon	Junior Class Teacher
Mr Simon Boxall	Senior Class Teacher
Ms Meghan Anders	Literacy & Numeracy Support –Tues, Wed & Thurs
Mrs Karen Ivory	Junior Class Aide
Ms Danielle Craig	School Council President
Mrs Jeanette Kalinski	Business Manager (Mon AM/Wed All day)

SCHOOL PROFILE

Darraweit Guim Primary School is a small, vibrant, rural school. It is unique in its ability to offer individual attention to all students, small class sizes, as well as being very well resourced. We offer all of the advantages of a small rural school environment, whilst having the latest technology, and a caring and dedicated team of staff who are committed to supporting all students to achieve personal and academic success.

The school is located in the Darraweit Guim township, less than a ten minute drive from Wallan. Students are drawn from Darraweit Guim and the surrounding areas.

Our school values are: **Be respectful, Be honest, Be caring & Be willing to learn.**

WHAT WE OFFER

Students are provided with a sound academic grounding as well as being extended in other areas.

Our Specialist programs are currently:

- Art
- Physical Education/Outdoor Education
- Science
- Language other than English (LOTE): Indonesian
- The school is visited by the Mobile Area Reading Centre (MARC) van weekly. Students are able to borrow books and participate in classroom library lessons with the trained MARC Van Teacher.
- School clubs run on a Friday afternoon each week – the focus of the clubs will vary.
- Clubs may include:
 - Cooking
 - Environmental studies
 - Music
 - Craft/Art

NB: In 2018, we will be inviting parents to be involved in our clubs program. Please speak to one of our staff if you would like to be involved.

The school seeks to provide a broad range of experiences and activities during the year which both complement and enhance the curriculum.

- Excursions which can be in Melbourne or local. We will often do walks around Darraweit Guim to explore our surroundings. In 2017, students attended the live performance of Aladdin as an excursion. Other excursions in 2017 included:
 - The Junior class attending the Museum for the Bugs exhibition
 - The whole school visiting Sovereign Hill in Ballarat
 - A whole school swimming intensive program for 6 days in Kilmore
- Incursions to the school have been greatly received. This is where outside organisations visit the students at school. Visits in 2017 included:
 - Visits by AFL footballers for football clinics
 - Visit by the local wildlife rescue officer
 - Visit and drill by the local Darraweit Guim CFA
- Camps – Year 3-6 students attend a three day camp and the F-2 students experience a sleepover at school.

Darraweit Guim Primary School also joins with other primary schools in the immediate area to work co-operatively to provide cluster days where children come together to experience learning in larger groups, sports days, and special events. This approach offers both efficiency in the provision of such programs, and greater breadth of experience for the participating children. In 2017 we did:

- Cluster day with Bolinda Primary School for the Life Education Van
- Cluster day with Bolinda Primary School for an intensive sporting day.
- Year 3-6 three day camp to Anglesea YMCA.

GENERAL INFORMATION

ANIMALS ON SCHOOL GROUNDS

All animals are unpredictable. The school requests that no animal is to be brought onto school ground without the permission of the Principal. If pet dogs are brought to school, they must be kept on a leash and cannot roam the school grounds or carpark areas freely. This is for the safety of children, staff and visitors. Please ensure this rule is maintained.

ASSEMBLY

A whole school assembly is held every Friday at 3.10pm. This is held in (during the colder months) or out (during the warmer months) of the Blue Stone Building. All parents, carers and friends are invited to attend. A student presents their work from both classes and selected students are presented with the Student of the Week award. Important notices are also announced. School is then dismissed at the conclusion of the assembly at 3.30pm.

ATTENDANCE AND ABSENCES

Darraweit Guim Primary School follows the concept of 'It Is Not Ok to Be Away'. The school expects that all students attend school. We do though, understand that on occasions, children may be too ill to attend school. If a student is absent, the parent/carer must call the school as close to 9am to explain the student's absence. This must then be followed up with a written absence note. Absence note templates are available from the Administration Office. To help facilitate a high level of attendance, it is best to organise appointments, and schedule activities for outside of school hours where at all possible.

Should you need to take your child out of school for an appointment – you are required to complete the sign in and out book that is located at the Administration Office. Similarly – when you return – you must resign the student into school.

If your child is going to be absent for some time from school – please make an appointment with the Principal to discuss.

BIRTHDAYS

We love to celebrate birthdays!! It is advised that if you would like to bring cupcakes or lolly bags for your child – please let the teacher know in advance. It is recommended that you provide enough cupcakes/lolly bags for your child's grade. Numbers can be obtained from your teacher. *Please refrain from providing anything with nuts in it.*

BOOK CLUB

We are currently involved in the Scholastic Australia book club scheme which offers a wide variety of books at discount prices. The school receives free books for our library based on the quantity of books purchased throughout the year. An order form will be sent home for parents to order books if they wish. Order dates will be advised via the school newsletter.

BULLYING

Darraweit Guim Primary School has a zero tolerance to bullying. If you feel your child has been a victim of bullying, please follow the following process:

1. Do not dismiss your child's claims
2. Verify their concerns
3. Watch and understand your child's behaviours. If you see them doing things "out of the ordinary" – try to talk with them
4. Children will not always want to talk to a parent. They may feel comfortable talking to another family member or friend or even a GP
5. Document what they are telling you
6. If there is evidence – photograph or keep a copy of this
7. Ensure your child knows that you believe them and that their complaints are legitimate
8. Allow your child to talk to you without interrupting them
9. Practice active listening – where you repeat back what they are telling you
10. Ask your child if they have spoken to a teacher about this or any other person at school
11. Do not take the matter into your own hands and approach the parents/carers of the child or the child directly
12. Make a time to speak with your child's teacher
13. Discuss your concerns and encourage your child to discuss their concerns with the teacher
14. Discuss and plan a proactive approach to the situation
15. Do not discuss the situation or outcomes with other parents – this can lead to unnecessary rumours and distress
16. If you are not satisfied with the teachers explanation and plan – please make a time to discuss with the Principal
17. Again – a plan will be discussed as to how to deal with the issues
18. If you are not happy with this outcome – you can speak with the area SEIL – Leonie Roberts. Her number can be obtained from the Administration Office.

Further information about this topic can be found in our Anti-bullying Policy and Procedure. This is held in the Administration Office and online on our website.

BUSHFIRE PROCEDURES

Darraweit Guim Primary School is located in a high risk fire area. We have a fantastic relationship with the local CFA and liaise with them continually during the warmer months. Should any fires occur – the school has a strict procedure that we teach the children over the year. Our evacuation point is the Bluestone Building and all staff are trained in procedures to protect your children. Please DO NOT try to drive to the school if it is not safe to do so as you may find that the children have been moved by the CFA if the situation at the school is too dangerous. Your child/ren will not be placed in a dangerous situation and evacuations will take place while safe to do so. As we are in a fire risk area – school will not run on days when the weather and conditions are considered 'code red'. You will be informed of this on the morning when the code is called. Similarly – if a 'code red' is declared during a school day – school will be dismissed early and all parents/carers contacted to collect their child/ren.

CANTEEN

We are considering setting up a canteen for every second Friday. Lunch order forms will be sent home with students once it is finalised. On the day of canteen – it is requested that parents send an envelope or brown paper bag with their order on it and the CORRECT change. We cannot offer EFT or direct debit for canteen. A canteen list is available from the Administration office.

Special lunch days. - These days will be communicated to parents/carers via the school newsletter and a note will be sent home with the lunch being supplied and the cost. Please ensure that you return the completed form with the correct money by the due date so that catering can be organised and your child does not miss out.

CAR PARKING

The school has a carpark available to all parents/carers, at the side of the school. This is Macedon Ranges Council land and is also a through way to the creek for oversized vehicles that frequent Darraweit Guim. Extreme care is requested from everyone using the carpark. Children and siblings are unpredictable, so we ask that walking pace is maintained when driving in the car park and that all cars are reverse parked when picking up children. It is asked that parents/carers avoid dropping off and collecting children from the front of the school. This can be a busy road and not everyone obeys the 40km speed limit. There has also been considerable damage done to the grass area at the front of the school from cars parking. There is a no smoking area.

CELEBRATION DAYS

Throughout the year, we will celebrate certain days. These include, but are not limited to:

- Easter
- Book Week
- Pirate Day
- Footy Day – last Friday in September
- Christmas

On these days – we often have a dress up day and a special lunch. You will be notified in the school newsletter and a note will be sent home.

CHILD SAFE POLICY AND PROCEDURE

The Darraweit Guim Primary School fundamentally believes that all children have the right to a life that is free from harm. Our school aims to provide an environment that is free from any type of abuse and foster a child's growth and development as per the individual requirements of each child.

Staff at our school are aware of their obligations under the law in regards to the welfare of children and at all times uphold their obligation. In addition to this, our school aims to provide regular training to all staff on child protection issues to ensure that, in the sad event a child has suffered abuse, the school can act quickly in the best interests of the child. All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

All Victorian schools are required to have a child safety policy or statement of commitment to child safety that details:

- the principles that will guide the school in developing policies and procedures to create and maintain a child safe school environment; and
- the actions the school proposes to take to:
 - demonstrate its commitment to child safety and monitor the school's adherence to its child safety policy;
 - support, encourage and enable school staff, parents, and children to understand, identify, discuss and report child safety matters; and
 - support or assist children who disclose child abuse, or are otherwise linked to suspected child abuse

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

Further information can be found in our Managing the Risk of Child Abuse Policy and Procedure which is held in the Administration Office and it is also available on our website.

CHOOKS

At our school, we have 5 resident chooks. From the chooks, we have eggs that we sell for \$2 per dozen. To keep the chooks at school, we have a roster that we ask parents to help out on. This roster requires parents to help by making sure the chooks have clean feed and water and that they have enough hay to keep them warm. This is usually done on a Friday afternoon. Siblings are encouraged to help out!

CLASS TIMES

School is from 9am – 3.30pm. The first bell will ring at 8.55 am so that the students can be ready for instruction at 9.00 am.

Children are supervised in the playground before school from 8.45am. Please do not drop your child/ren off before this time – as they will not be supervised.

Children will also be supervised in the playground after school until 3.45pm. Please ensure that your child/ren are collected by this time. If you are running late – please phone the school to let us know.

Session 1:	9.00am – 9.50am
Session 2:	9.50am – 10.40am
Recess:	10.40am – 11.10am
Session 3:	11.10am – 12.00pm
Session 4:	12.00pm – 12.50pm

Supervised eating time:	12.50pm – 1.00pm
Lunch playtime:	1.00pm – 1.50pm
Session 5:	1.50pm – 2.40pm
Session 6:	2.40pm – 3.30pm

COMPLAINTS AND GRIEVANCES

A complaint may be of a minor or a serious nature. It may concern:

- A school policy which is seen as unfair or unreasonable
- A decision which is seen as unfair or unreasonable
- Unprofessional conduct by staff
- Discrimination
- Harassment
- A particular incident at the school

Darraweit Guim Primary School and the Department of Education and Early Childhood Development (DEECD) expect that all staff and members of the school community develop relationships based on dignity and respect.

Darraweit Guim Primary School and DEECD is committed to providing safe and supportive work environments where diversity is valued and everyone is treated with respect, fairness and dignity.

Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are unacceptable. All employees, students, parents and visitors in our school and other DEECD workplaces are expected to act accordingly.

The Department (which includes this school and its School Council), will act to ensure that the safety, security, health and wellbeing of all employees, students, parents and visitors in the school and other DEECD workplaces are protected.

Procedures for raising concerns

1. Make a time to meet with the school Principal
2. They will then:
 - a) Investigate the complaint
 - b) Determine the appropriate action to resolve the complaint
 - c) Develop a confidential plan that may be established with the complainant for resolution
 - d) Monitor the situation
 - e) Prepare a report (if the situation deems necessary)
 - f) Make notes on relevant students files (if necessary)
 - g) Follow up with the complainant to the outcome achieved

What you should do to assist with your complaint or grievance:

1. Keep written records of your issue, meetings, follow up and progress
2. Do not discuss with other parents – this is a confidential process and all parties must be protected
3. Ensure you speak with the most appropriate person to deal with the concern. The school can advise on this.
4. Do not take matters into your own hands and approach other parents or children
5. Support your child (if it is regarding them) and explore options that may be available externally if required. These may be counselling or guidance. The Principal can advise you of these services if required.
6. You can have a third party present, if required.
7. Situations cannot be discussed if any party is aggressive or threatening. If the complainant becomes aggressive or threatening to staff, appropriate action will be taken to ensure staff safety.

Further information can be found in the Managing Complaints and Grievances Policy which is held in the Administration Office and on our website.

EMERGENCY PROCEDURES

The school has a comprehensive listing of emergency procedures that we follow. An emergency can be, yet is not limited to:

- Fire emergency
- Flooding emergency
- Bomb threat emergency

A copy the schools emergency procedures can be viewed at the Administration Building.

END OF TERMS

The end of term traditionally falls on a Friday.

The term dates for 2018 are:

1. Term 1: 29 January (school teachers start) to 29 March (Thursday)
2. Term 2: 16 April to 29 June
3. Term 3: 16 July to 21 September
4. Term 4: 8 October to 21 December

Students finish at 2.30 on the last day of terms 1 – 3.

On the last day of term 4, students will finish at 1.30pm. Students are encouraged to clean out their lockers on the last day of term and everything will be sent home.

END OF SCHOOL YEAR BREAKFAST

On the last day of term 4 – we will have a breakfast at the school that everyone is invited to. It is a wonderful time to all get together and say farewell for the year and the new foundation students for the following year are invited with their families as well. A notice is sent out regarding this in term 4.

EXCURSIONS

Excursions are held throughout the year which supplement the classroom and school programs. These are run on a user pay basis. Consent forms and costings will be sent home four weeks prior (where possible) to the event. *Students who do not return the form and money prior to the excursion will not be able to attend.* All students are expected to be in full uniform for the day of the excursion and will need to bring a full lunch and all drinks. Unless stipulated – please do not send spending money with your child/ren.

FUNDRAISING

To keep a small school going – we rely heavily on fundraising. This is done to subsidise excursions, pay for buses to outings, provide equipment to the school and much, much more. It is beneficial that all parents/carers provide as much help as they can towards fundraising events. These include raffles, drives and fundraising BBQ's. If everyone helps out – it is usually only one event per year that your help is required.

GRADUATION OF GRADE 6 STUDENTS

When the grade 6 students successfully complete their schooling, Darraweit Guim Primary School will organise a special event for them at the end of term 4. At the school Christmas Concert, year 6 students are also recognised and presented with a gift.

HARDSHIP

We understand at Darraweit Guim Primary School, that parents/carers can often hit times of hardship and they need to allocate funds according to priorities. Please discuss any hardships you may be having with the Principal. We can always work out payment plans so that your child/ren do not miss out. Whilst we do not offer discounts for health care card holders, our fees and costs are minimal and are restricted to only necessary items. It is strongly advised to discuss hardship early to avoid embarrassment for unpaid dues. We can only help with a plan if we know about it.

HEADLICE

Headlice are a nightmare! They are often hard to detect, until it is too late and they are fully grown. Signs of Headlice may be continual itching of your child/ren. It is advised that if you do find headlice in your child/rens hair – that you contact the Principal and let them know. An anonymous announcement will be made in the school newsletter to ask all other parents to check their child/rens hair. If headlice are detected, it is required that you treat the problem and eliminate the headlice as soon as you discover them. It is advised that if you do treat your child/ren – then you will need to retreat them 7 days later, as there is always one egg that slips through. It is nothing to be embarrassed about and often they cannot be avoided. Tips to help try and avoid infestations are to keep long hair tied up, use a deterrent spray and to teach your child/ren not to share brushes and combs or hats at school.

HOMEWORK

School homework is kept to a minimum. The junior class tends to focus on their reader folders and sight words to practice. The senior class will often have varying levels of homework to complete. Students are also encouraged to do Reading Eggs and Mathletics at home if they can. These are two iPad based applications that we use at school. Students' logins for these are written in the front of their diary at the beginning of the year.

IMMUNISATION

All children must provide a history statement from the Australian Childhood Immunisation Register (ACIR), before enrolment can be completed. The blue/green booklets kept by parents cannot be accepted.

The ACIR statement must state at the bottom of the page "This child has received all vaccines required by 5 years of age".

If the certificate / history statement has not been supplied to the school for a student, and there is an outbreak of disease (i.e.- measles, polio, diphtheria, whooping cough) then those students and non-immuised students will be directed that they are not to attend school for the period recommended in the exclusion table that is available at the Administration Office.

If your child/ren are not immunised – you must discuss this with the Principal prior to completing enrolment.

ITEMS NOT PERMITTED AT SCHOOL

There are certain items that are not permitted at school. These include, but are not restricted to:

- Weapons – this includes replica or plastic items
- Electronic Devices
- Expensive jewelry
- Pornography or the like
- Mobile phones
- Dangerous toys
- Skate boards, hoverboards.

Any student that is found to have any of the above on them, will have the item removed and may face disciplinary action. The parents/carers will be contacted regarding this and a note made on the students file.

LOST PROPERTY

Every year we acquire a surprising number of items in our Lost Property box. All articles of clothing found at school will be returned to their owner, where possible. If the items are not clearly named, they are placed in the Lost Property box in the staffroom. Please ensure that you clearly name all articles of clothing.

MOTHERS DAY AND FATHERS DAY

Every year we like to have an activity for our students to do for both Mother's Day and Father's Day. We may at times, ask for parent helpers to make the items or donations towards the activities. If you have any great ideas or donations that you would like to make – please discuss this with your teacher.

NEWSLETTER

Each week we distribute a school newsletter. This is done every Wednesday. A copy is also put up in the school noticeboard (located near the carpark) and on the school website. If you have anything to go into the newsletter – please speak to Jeanette Kalinski in the Administration Office. We do try to keep advertising to a minimum. The newsletter is our main form of communication to parents about upcoming events and costs involved.

PARENT ASSISTANCE AT SCHOOL

We would like to encourage all families to take an active role in the education of their children. Parents/carers are welcome to assist at the school in a variety of ways throughout the school year, and requests for help will be placed in the newsletter as necessary.

Some areas you may like to become involved in include: hearing the children read, sports programs, art and craft activities, and gardening. If you have any special skills or interests please let us know.

All parents that assist at school must hold a current valid Working with Children's Check.

PARENT LISTING

Every year we collate a parents listing that has parents'/carers names, their child/ren, their contact numbers and email address. The purpose of this listing is to have contact to parents/carers for situations where you may need some assistance – i.e.: running late for pick up or if your child/ren would like a play date. If you would like to be a part of this listing – please speak to Bronwen Kolotelo to have your details included.

PAYMENT OF MONEY TO SCHOOL

If you are required to pay money to the school – you can do it one of two ways.

1. Sending cash – please make sure this is put into a sealed envelope with the details about the payment on the front. You can either hand this to your child/rens teacher or put it into the locked blue box at the Administration Office.
2. You can pay by EFT. PLEASE ensure that your child/rens details are listed in the description. The details are:

BSB: 633-000

Account No: 157206426

Account Name: Darraweit Guim Primary School

NB: Bpay code will be included on parent statements

PRIVACY

Darraweit Guim Primary School respects the privacy of all our students and their families. We do not encourage gossiping and assumptions. There are certain things about students that are known to a lot of people, that we would ask you refrain from discussing. We would like to think that everyone is equal in attending our school and as such – privacy is maintained with all. Similarly – student files are kept under lock and key and their information is not shared.

SCHOOL CAMPS

Every year, our school combines with Bolinda Primary School to provide a school camp to our students. This is available to years 3 – 6. The cost is given to parents early, so that budgeting can be done.

The years F-2 students will experience a sleepover at school.

For more information – please refer to our Excursions and Camps Policy, which is held in the Administration Office.

SCHOOL COUNCIL

Darraweit Guim primary School, through its Strategic Plan development and implementation, operates on a community ownership/responsibility philosophy. We have an extremely passionate and active school council which plays an important role in the schools operation and advancement. School council consists of the principal, parents and staff, all working and planning together for the benefit of the school and its students.

School council elections are held annually at the start of each new school year, and we encourage all parents to consider participating in this vital area of school administration. Appointments are for 2 years.

The 2018/19 school council team are:

Executive Officer – Carol Booker

Council Members – Danielle Craig (President), Simon Boxall (DET), Kellie Petersen, Bronwen Kolotelo, Helen Worthington and Justine Robaina.

SCHOOL FACEBOOK PAGE

Our school has a Facebook page - <https://www.facebook.com/dgps0878/>.

We often post pictures and new events on this page. When students are on excursions – we often post pictures during the day here. Parents find comfort in being able to see the students when they are out and about. We also operate a parents Messenger page – please speak to Danielle Craig or Bronwen Kolotelo about being signed up to this page. We will often talk between parents about things going on at school and it is a great avenue to talk to other parents at any time of the day! We do remind parents that this is a page that can be seen by everyone. It is not the place to vent a grievance or to victimise anyone.

SCHOOL FEES

The School Fees cover the cost of essential items used by your child during the year in the classroom. The levy is reviewed annually in term 4 for the following academic year. There are 4 options for payments of these fees: Parent who chose to pay the fees in full by the end of week 2, term one will be given a 10% discount. Further details will be outlined in the newsletter at the beginning of the year.

As a school we are able to purchase in bulk, enabling us to pass on the savings to our families, it also ensures that all students have the same supplies. Students receive their stationery pack on the first day of term 1. Parent are asked to name all items and send them **all** back to school. *Requisites will be stored at school and given to the students as they need them.*

2018 Student Materials Fee - \$145 per child.

SCHOOL POLICIES AND PROCEDURES

Our school has a comprehensive listing of Policies and Procedures. These include:

- Anaphylaxis Management Policy
- Anti-bullying Policy and Procedure
- Behaviour Management Policy
- Care Arrangements for Ill Students Policy
- Child Protection Reporting Policy
- Communication Procedures and Schedule Policy
- Continuous Improvement Policy
- Critical Incident Response Policy and Procedure

- Curriculum Framework Policy
- Distribution of Medication Policy and Procedure
- Excursions and Camps Policy
- External Provider Policy
- First Aid Policy
- ICT Acceptable Use Policy and Procedure
- Literacy Policy
- Managing Complaints and Grievances Policy
- Managing the Risk of Child Abuse Policy and Procedure
- Numeracy Policy
- School Uniform Policy
- Student Engagement and Inclusion Policy
- Student Enrolment Policy
- Supervision and Duty of Care Policy and Procedure
- Visitors Policy
- Working with Children's Check Policy and Procedure

All the policies above are listed on our website and a hard copy can be obtained from the Administration Office. These are all updated regularly and any changes will be communicated by the school newsletter.

SCHOOL TAKE HOME BOOKS (READERS)

Each student will have a large plastic pouch (home folder) which will be sent home every afternoon and should be returned to school the next day. This folder will contain a book, and a diary. The Diary will be used to record the name of the book, and to record teacher and parent/carer comments. The home folder will also be used for newsletters, permission forms and school work.

Children at school are provided with a book to take home and read each night. Please ensure that these books are read, shared and that the reading diary is signed daily.

The purpose of home reading is for the children to practice their reading skills, to enjoy the reading experience, to share their progress as confident reader with their families.

SCHOOL UNIFORMS

Darraweit Guim Primary School requires all students to be in uniform when attending school.

The school uniform can be ordered from the Administration Office and orders are placed once a term. The current school uniform is:

Winter

Boys	Girls
Navy blue pants / track pants	Navy blue pants / track pants
Long sleeve royal blue school top	Long sleeve royal blue school top
Navy or white skivvy	Navy or white skivvy
Navy school windcheater	Navy school windcheater
Navy school hooded windcheater	Navy school hooded windcheater
Plain navy windcheater or cardigan	Plain navy windcheater or cardigan
Navy school bomber jacket	Navy school bomber jacket
Navy blue wind jacket	Navy blue wind jacket
Black shoes / runners	Black shoes / runners
	Navy blue school tunic
	Plain navy tights

Summer

Boys	Girls
Navy blue shorts	Navy blue shorts
Short sleeve royal blue school top	Short sleeve royal blue school top
Plain navy or white t-shirt	Plain navy or white t-shirt
Navy school windcheater	Navy school windcheater
Navy school hooded windcheater	Navy school hooded windcheater
Plain navy windcheater or cardigan	Plain navy windcheater or cardigan
Black shoes / runners	Navy and white check school dress
Navy school hat	Navy school hat
	Navy skorts
	Black shoes / runners

** Please note – where it mentions ‘school’ above – this means with the printed school logo. These uniform articles are available through the administration office.

Each student will be issued with a Navy school hat on their first day of school. It is the students responsibility to ensure this remains in their locker at school, if they are not wearing it. They are not to be taken home and left at home. They will be stored at school during terms 2 and 3.

All other navy items can be bought from anywhere – as long as they are plain navy or plain white.

Thongs and open toes sandals are not suitable footwear.

Gumboots are a useful alternative in wet weather, and slippers can be worn in the classroom.

Hats are compulsory during terms 1 & 4.

SCHOOL WEBSITE

Darraweit Guim Primary School has our own website. This can be found at <http://www.darraweitguimps.vic.edu.au>. Information is constantly updated and many of our Policies and Procedures can be found here.

SHOW AND TELL

Each week – we offer Show and Tell. At the start of each term – a listing is sent home with the subjects for each week. We ask that parents/carers be mindful of what is bought. Please do not send precious or expensive items to school. Also – weapons and items not to be bought to school needs to be adhered to.

SMOKE FREE ENVIRONMENT

This school is a declared smoke free zone. All department of Education properties are smoke free. Please do not smoke on the school grounds or in the car park where you are in sight of the children. **It is against the law to smoke within 4 metres of any school entrance.** We ask that you refrain from smoking at all when collecting your child/ren.

SNAKES

Darraweit Guim Primary School is located in a rural setting. We also have two creeks running along our boundaries. Snakes are known to frequent these areas. The school will keep the risks to a minimum – but we cannot eliminate the risk of snakes coming onto the school grounds. The students are all taught snake safety and we ask that this be reiterated at home. Some snake safety points are:

- Keep grass cut low
- Maintain garden areas
- Reduce vermin (mice & rats) as snakes come looking for them
- Keep rubbish clear
- Make noise
- Do NOT approach a snake – back off calmly and alert staff
- Keep out of the 'No Go Zones' at school – they are there for a reason!
- Keep areas around water clear of clutter and grass
- Remove piles of building materials
- Do not lift rocks and fallen branches/trees
- Do not go down to the creek areas during the warmer months

SPORTING PROGRAM

At Darraweit Guim Primary School – we run our own in-house sporting program every Wednesday afternoon. All students are expected to be involved. We also hold a combined sporting day with Bolinda Primary School during the year. Sporting activities are also encouraged during lunch time breaks and sporting equipment can be borrowed for this.

STUDENT BANKING

Our school banks with the Bendigo Bank. Setting up an account is free. We offer an afternoon during Term 1 for all new students to sign up with a representative from the bank attending the school. You need your child/rens birth certificate and Medicare card to sign them up. Banking is then done every Wednesday.

STUDENT DISCIPLINE

Darraweit Guim Primary School does not condone capital punishment. Positive and responsible student behaviour is essential to the smooth running of the school, to the achievement of optimal learning opportunities, and to the development of a supportive and cooperative school environment.

At Darraweit Guim Primary School, we aim to build a school environment based on positive behaviour, mutual respect and cooperation. We also strive to manage poor behaviour in a positive and professional manner and to establish well understood and logical consequences for student behaviour.

In implementing a positive behaviour environment, we will ensure that:

- Our Student Engagement and Inclusion Policy places significant emphasis on the development and recognition of positive behaviours.
- All students will develop individual learning plans that include behavioural goals.
- Student individual academic reports will include details regarding student behavioural achievement.
- Positive student behavioural achievement will appropriately recognised.
- An up-to-date database of student behaviour will be maintained.
- The school curriculum will include units on resilience, peer pressure, positive choices, bullying, conflict resolution and leadership.
- Students experiencing difficulty achieving positive behavioural outcomes will undertake individualised behaviour management programs focusing upon agreed goals.
- Consequences for ongoing inappropriate behaviour will involve a graded series of sanctions including counselling, withdrawal, loss of privileges or suspension.
- Parents will be kept informed, and actively encouraged to assist in the development of their children's behavioural performance.

Further information on student discipline can be found in our Behaviour Management Policy – which is available from the Administration Office, or on our school website.

STUDENT FILE INFORMATION

When enrolling students, parents need to provide the school with up to date emergency information. Should parents change address, telephone number or workplace, or if medical records need updating, please notify the school as soon as possible.

STUDENT MEDICAL PLANS

If your child has a medical condition that may impact their learning experience or require treatment from staff, a Medical Plan must be completed and this is then displayed in the staff room. It details what the conditions are, treatment to be given or sought if required and after care of student.

Please ensure that one is completed prior to as close to your child/ren starting school as possible.

STUDENT MEDICATIONS

During the school terms, students attending school may need medication to control a health condition. It is necessary that teachers (as part of their duty of care) assist students, where appropriate to take their medication. Darraweit Guim Primary School will ensure the student's privacy and confidentiality and will exercise sensitivity towards this issue to avoid any stigmatisation.

The student's parent/carer may wish to supply medication to be administered at the school. To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.

Students will generally need supervision of their medication and other aspects of health care management. The school in consultation with parents/carers and the student's medical/health practitioner may consider the age and circumstances by which the student could be permitted to self-administer their medication, however this may only occur in rare circumstances.

All medications, including prescription as well as non-prescription medication (i.e. analgesics, such as paracetamol and aspirin and other medications which can be purchased over the counter without a prescription), are to be administered by school personnel following the processes and protocols set out by Darraweit Guim Primary School.

As a safety precaution – it is asked that students do not bring over the counter medications to school in their school bags. Any medication that is found on a student, that is not pre-approved by the Principal, will be confiscated and returned to the student at the end of the day to take home. Their parents/carers will also be contacted re same.

It is also imperative that any student who is on Penicillin based medications – report this to the Principal as there may be students who have severe reactions to this medication or contact with people who are taking this medication.

Further information regarding medications at school can be found in the Distribution of Medication Policy and Procedure which can be obtained from the Administration Office or on our school website.

SUN PROTECTION

The school promotes active protection from the sun, meaning that all children are required to wear a wide brimmed hat when outside during terms 1 & 4. Children without a hat will be required to remain under the covered areas so that they are protected from ultra- violet rays. All students will be given a school hat at the commencement of their enrolment. Students are also asked to bring their own sunscreen. Please educate your child/ren on applying this and the importance of wearing it. The school does not supply sunscreen.

Hats are to remain at school during Terms 1 and 4.

WORKING BEES

The maintenance of the school grounds is predominantly voluntary. Working bees are held regularly and parent volunteers are welcome to assist wherever possible. It is a lovely way for our school community to work together to achieve the best possible surrounds for our children's education and models to our children the values of team work and cooperation within the community.

Please check with the Administration Office if and when you have some spare time to help with gardening and garden maintenance.

WORKING WITH CHILDREN CHECK

Darraweit Guim Primary School will assess and verify the suitability of staff and volunteers who will work with children. Unless an exemption applies to a person, a valid Working With Children Check (WWC Check) is the minimum standard for all adults working with children.

In addition to a WWC Check, Darraweit Guim Primary School may also require a criminal record check. This may be considered necessary when certain offences are relevant to the duties of the volunteer or staff member, for example checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

Every parent or carer that wishes to interact with the children **MUST** hold a current Working with Children's Check. These can be obtained from: <http://www.workingwithchildren.vic.gov.au/>. Information that you will need to complete a working with Children's check (if it is solely for use at our school) is:

- You will need a Volunteer check
- You will need to put in the school details:
- Darraweit Guim Primary School, 2 Darraweit Valley Road, Darraweit Guim 3756
Ph: 5789 1234
- You will need to select option 44 for the field requiring this check

You will also need to forms of identification that needs to be verified online. Once all of this is done – you will be sent a code that you need to take to a post office where they will take your photo and send off your application. They will also need to check your ID. There is no fee for this as you are a volunteer.

Once it is done – a letter is sent to the school with details about your check. You will be sent your card in the mail.

For more information, please refer to our Working with Children Check Policy and Procedure, which is available at the Administration Office or on our website.



Darraweit Guim Primary School

2 Darraweit Valley Road
Darraweit Guim VIC 3756

Ph: 03 5789 1234

Fx: 03 5789 1361

Web: <http://www.darraweitguimps.vic.edu.au/>

Em: darraweit.guim.ps@edumail.vic.gov.au

Facebook: <https://www.facebook.com/dgps0878/>