KORUMBURRA PRIMARY SCHOOL

PARENT INFORMATION BOOK 2011

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ASSISTANT PRINCIPAL: David Gray
BUSINESS MANAGER: Joan Alger
RECEPTION: Betty Hall

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AN OPEN LETTER TO PARENTS

Dear Parents,

While education is a three way partnership between the child, the school and the parents; all of whom are supported by the community, it does take some organizing! The aim of this booklet is to provide you, with the information you need to know about the organization, processes and routines of our school to make of the most of your child’s stay at K.P.S. We certainly trust that it is a happy and productive one.

Please read the information in this booklet carefully so that you can familiarize yourself with the changes and revise the other information. After reading the book if you have any questions at all please ask the appropriate person: teachers, Department Managers, Assistant Principal or Principal. If you aren’t sure please ask at the Reception/Office and you will be referred to the appropriate person.

Yours sincerely

William (Bill) Jeffs
Principal
# Korumburra Primary School Parent Information Book

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## 1 MISSION STATEMENT

### Mission Statement

**Challenge and Achieve**

We develop the whole child by instilling the knowledge and skills needed to meet the challenges of learning while valuing the diversity of individuals.

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<th>Values</th>
<th>This means we:</th>
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<tbody>
<tr>
<td>1. Learning.</td>
<td>1. Value and foster the knowledge, skills and strategies required for learning.</td>
</tr>
<tr>
<td>2. Respect.</td>
<td>2. Value the ideas, achievements, rights, differences and needs of others.</td>
</tr>
<tr>
<td></td>
<td>Enable individuals to value their own needs and develop self-esteem.</td>
</tr>
<tr>
<td>3. Responsibility.</td>
<td>3. Promote awareness and acceptance by individuals of their responsibilities to themselves and others for their own actions.</td>
</tr>
<tr>
<td>4. Nurturing.</td>
<td>4. Provide for the needs of students and others within the school community.</td>
</tr>
<tr>
<td>5. Community.</td>
<td>5. Build positive links between the members within the school community and between the school and the wider community.</td>
</tr>
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## 2 SCHOOL STRUCTURE AND CURRICULUM

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<th>Staff Member</th>
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<tr>
<td>Principal</td>
<td>Bill Jeffs</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>David Gray</td>
</tr>
<tr>
<td>Business Manager</td>
<td>Joan Alger</td>
</tr>
<tr>
<td>Administration</td>
<td>Betty Hall</td>
</tr>
<tr>
<td>Library Technician</td>
<td>Helen Cripps</td>
</tr>
<tr>
<td>Education Support Officers</td>
<td>Kathy McRae</td>
</tr>
<tr>
<td></td>
<td>Sharon Jones</td>
</tr>
<tr>
<td></td>
<td>Annemarie Clark</td>
</tr>
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<td></td>
<td>Diane Wilshaw</td>
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<td></td>
<td>Emma Felton</td>
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<tr>
<td>ICT Support</td>
<td>Paul Jones</td>
</tr>
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<td></td>
<td>Doug Alexander</td>
</tr>
<tr>
<td>Canteen</td>
<td>Melanie Fowles</td>
</tr>
<tr>
<td>After School Care</td>
<td>Sarah Boasman</td>
</tr>
<tr>
<td>Cleaner</td>
<td>Colin Wyhoon</td>
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<td>Gardener</td>
<td>Keith Marshall</td>
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<th>Grade level</th>
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<th>Teacher</th>
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<tr>
<td>Prep</td>
<td>6</td>
<td>Jenny Cant</td>
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<td>Prep</td>
<td>7</td>
<td>Fiona Simcock / Brenda Jones</td>
</tr>
<tr>
<td>Prep / 1</td>
<td>5</td>
<td>Kerrie McPherson</td>
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<td>Year 1</td>
<td>4</td>
<td>Jan Clark</td>
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<tr>
<td>Year 1</td>
<td>30</td>
<td>Natalie Morrison</td>
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<td>Year 2</td>
<td>3</td>
<td>Lynne Dowel</td>
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<td>Year 2</td>
<td>1</td>
<td>Robyn Cutler</td>
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<td>Year 2</td>
<td>2</td>
<td>Emily Burrows</td>
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<td>Judy Smith</td>
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<td>Year 4 – 6</td>
<td>BER</td>
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<td>Craig Fribe</td>
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<td>Year 4B</td>
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<td>Stacie Witton/Ellyn Zizic</td>
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<td>Year 5A</td>
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<tr>
<td>ICT</td>
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<td>Stacie Witton</td>
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3 ADMINISTRATION AND ATTENDANCE

3.1 School Hours

SCHOOL HOURS 9.00 AM TO 3.20 PM

RECESS: 11.00 AM TO 11.30 AM

LUNCH: 1.30 PM TO 2.20 PM

3.2 Office/Reception Hours: 8.15 am – 4.20 pm

The KPS Office/Reception is open between 8.15 am and 4.20 pm and consequently phone calls and visits outside these hours may incur delays even though staff will be in attendance. An answering service is available to handle calls outside of these hours or when the office is unattended.

3.3 Confidential Student Enrolment Form

On enrolment, parents supply us with confidential information about their child on our CONFIDENTIAL STUDENT ENROLMENT FORM. At the start of each school year we check this information by sending home a printout of the information we hold on each child. Please return this sheet promptly so that we can update our information as necessary.

In addition, parents should notify the school of any change of address, phone number or any of the other relevant information. The safety of your child can depend on this information being accurate in case of an emergency, so please keep it up to date.

3.4 Absences

A written explanation of a child’s absence should be forwarded to the school the day your child returns. If the absence is prolonged it would be appreciated that we are notified as soon as possible.

If any child is absent for two or more days without notification, the Principal, Assistant Principal or office staff will contact the parents. In this way the child’s whereabouts are known as a safety factor and compliance with the laws regarding attendance is assured. Long term or regular unexplained absences can be referred to the Department of Human Services.

IT’S NOT OKAY TO BE AWAY

Our attendance improved considerably in 2009 and we are really keen to maintain this improvement. Research clearly shows that absences in excess of 12 days can negatively affect student learning.
3.5 Punctuality

Please help your child to arrive at school on time (9.00 am). Late arrivals upset the whole school, cause embarrassment to your child and vital learning time is missed.

The procedure for late arrivals is set out below:

**Children who arrive late are to be signed in at the Office by their parents or guardians.**

Children who are persistently late may be asked to make up the lost time during lunchtime detentions.

3.6 School Assemblies

The school day commences at 9.00 am and on Monday and Friday there is an assembly. On Monday the assembly focuses on the National Anthem, and the presentation of Student of the Week Awards. Friday's Assembly focuses on Performances and Sports Celebration, You Can Do It Awards, Artist of the Week awards and the Citizenship Competition. Both assemblies are presented under the direction of the Student Leadership Team. Parents are welcome and encouraged to be present. Massed singing is accompanied by teacher musicians, as well as teacher and student announcements. Special Assemblies are held to celebrate “Special Weeks” or important ceremonies such as Anzac Day.

First Assembly of 2011 Under the Quadrangle roof

3.7 Supervision At School

The children are supervised by staff from 8.45 am until the last bus leaves at 3.45 pm. It is in your child's interest not to arrive before 8.30 am and to have been collected at 3.20 p.m. Although teachers are present at school before 8.30 am, they are preparing for the school day and are not available for direct supervision.
3.8 Early Dismissal Of A Child

A parent wishing to collect their child during school hours is required to sign the IN/OUT BOOK at the Office/Reception and to send a written note to the class teacher. Office staff will collect the child from class and bring them to the office to meet their parent / guardian.

3.9 Student Progress And Parent/Teacher Conferences

Parent / Teacher / Student conferences are held at the end of Semester 1 (Term 2). Comprehensive written reports are issued at the end of Semester 1 and Semester 2. Should you have a problem or a query, you are encouraged to make an appointment to discuss it with the appropriate teacher. Parents are welcome to arrange individual interviews with teachers during the year. These should be arranged through the Office/Reception so that classes are not interrupted.

3.10 Information Evening/Supportive Parent Programs

Early in Term 1 a parent/teacher discussion is held to enable the parents & guardians to meet their child’s new teacher and exchange relevant information. At other times we will offer special information evenings or parent programs. We encourage parents to attend these information evenings to learn more about their child’s education. These programs will be advertised in the KPS Press.

3.11 Transfer Of Children

Whenever a child moves to another school a transfer note is required. It is helpful if parents inform the school at least one week prior to leaving so that reports, transfer papers, books etc. can be organised without any last minute rush. Library books are to be returned prior to leaving.

3.12 School Closure Days

Each year the school maybe closed on some school days. At present schools are permitted only 2 days per year - one of these days is a state wide day and the other is for the school to choose for the purpose of:

- Staff Professional Development
- Curriculum Development and Review
- Report Preparation
- Planning

The program of school closure days is approved by School Council and is announced in the KPS Press.

K.A.R.E. – Out of School Hours Care program operates on most School Closure Days.

This year there will be a state wide closure of all schools for the ULTRANET on the 9th August and there will be another closure day at a date which is yet to be determined.
3.13 KPS Press

A KPS PRESS (school newsletter) is sent home each Thursday to keep parents and community members informed about the many activities at K.P.S. In addition the KPS Press can be received in PDF Format via email. Simply email us with your address and we will add you to our mailing list. Parent e-mail recipients continue to receive the KPS Press in hardcopy.

3.14 Photographs

We celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter (KPS Press). Occasionally photographs of the students are included. We also use photographs of students in our school publications along with examples of their work. Photographs of students are on our school network. This site is protected and can only be accessed by school students and staff.

We invite local press to many school events and they are expected to comply with school policy requirements on the publication of photographs of students. At present we only use first name and year of the student with the exception of presentation of badges to our student Leadership Team. Parents can give permission to use full names and student photos on public documents and on our website.

On enrolment, parents are asked to sign a form to give permission for their children’s photographs to be used in this manner.

If you have any concerns about how photographs of your child may be used by the school please let us know.

3.15 School Bank

Bank day is every Tuesday. On enrolment each child will receive a new account form from the Commonwealth Bank, or you may use existing Commonwealth Account Books. Bank books and money are to be given to class teachers each Tuesday. This is a fund raising activity for the Parents and Friends Association who receive a commission from the Bank.

3.16 Canteen

Korumburra Primary School is fortunate to have an excellent Canteen. A trial will be conducted in 2010 to open on Mondays as well as Thursday and Friday. The Canteen is run by Manager, Melanie Ryan. A menu is sent out at the start of term, with a price list of foods available for purchase.

Lunch orders brought to school with money inside specially printed lunch bags are placed in boxes in the classroom, and taken to the Canteen by monitors.

- At morning recess, children who have ordered playlunch go to the Canteen and collect it.
- At lunchtime, classroom monitors collect the lunchbox and return it to the classroom.

All lunches and play lunches are ordered in special, printed bags. These are available through the Canteen in packets of 10 for 20c. Children, who lose their lunch orders or can’t find them, are to tell their teacher, who, if informed early enough, can arrange some lunch. Alternatively,
children will be given some basic food, and a note sent home asking for the amount to be returned to the Canteen next day. Basic food is only given if children bring late orders at morning recess. Children can buy small snacks over the counter at recess and lunchtime. As the Canteen does not operate on credit, if insufficient money is in the lunch bag, the Canteen Manager will change orders to cover money available.

Price changes are published through the KPS Press throughout the year and Menu and Price Lists are published each term and are available on the website: www.korumburraps.vic.edu.au

3.17 Money

Any money that needs to be sent to school for Book Club, Sport, Excursions, Camps etc. should be placed in an envelope (sealed tightly at the edges so that coins do not fall out) with child’s name, Home Group, room number and for what reason the money has been sent ie. Book Club/Camp/Sport etc.

EFTPOS operates from the Office/Reception and for large cost items a credit card authorisation form will be added to the payment slip.

4 HEALTH AND WELFARE

4.1 Medical

The school has a well equipped Sick Bay attended by staff qualified in First Aid. All children who attend the sick bay are issued with a note for the information of parents.

In the unfortunate event of a serious accident or illness an ambulance will be called. Parents or emergency contacts will be notified, so it is in everyone’s best interests to keep all contact details, including mobile phones numbers current.

For less serious issues requiring more than First Aid parents and/or emergency contacts will be contacted and the Medical Centre/Hospital advised and appropriate action taken. We will always act in the best interests of your child.

4.2 Illness

If a child is ill they should not attend school and a note should be forwarded to the class teacher – see absences.

4.3 Medication

Parents are responsible for casual or short term medications, eg. Cough mixture, homeopathic medication, antibiotics. If a child needs to be medicated during the school day, a parent or their nominee will need to come to the school to administer the medication. **NO CHILD IS TO SELF MEDICATE AT SCHOOL.**

Long term medication for chronic illness or life threatening conditions such as epilepsy, asthma, diabetes and ADHD will be administered at the school Office/Reception by a First Aid trained person nominated by the Principal and recorded each day in the school medical log. This
medication must be bought to the Office/Reception with the child’s name written clearly on the medication having first completed a consent form and medication management plan. A school Asthma Management Plan must be completed for all children who have been diagnosed with asthma and signed by your general practitioner.

4.4 Head Lice

Whilst head lice are not a disease, they are highly contagious. The school has a Lice Elimination Policy to deal with outbreaks. You are urged to check your child’s head at least weekly and treat any evidence of this parasite. Lotion is available from the Chemist. Children with active head lice are not permitted at school. Parents are advised to keep their child(ren) home while treating them and they should only return when their hair is clear. We ask parents to inform the school if your child has head lice. Confidentiality is assured. On occasion a school wide inspection will take place in an effort to help reduce the incidence of those annoying outbreaks.

4.5 Immunisation

At enrolment, pupils must have an immunisation certificate from the Australian Childhood Immunisation Register. If no certificate is provided whenever Mumps, Measles, Poliomyelitis or Diphtheria is detected at the school, unimmunised children would be excluded. If you have not automatically received a certificate in the mail please call ACIR on 1800 653 809.

4.6 School Medical Service

This is a free service available to Prep children and other children can be referred by parents or teachers. A School Nurse tests the children for vision and hearing problems.

4.7 Infectious Diseases

When a child is diagnosed as having an infectious disease children have to be excluded from school according to the following guidelines – (see page 13)
### 4.8 School Exclusion Table

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<tr>
<th>Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
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</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Until fully recovered or at least one week after the eruption first appears.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Until discharge from eyes has ceased</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts excluded until investigated by the medical Officer of health, or a Health Officer of the Department and shown to be clear of infection.</td>
</tr>
<tr>
<td>Giardiasis (diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A (infectious hepatitis)</td>
<td>Until receipt of a medical certificate of recovery from infection or on subsidence of symptoms.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Until recovered from acute attack</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has commenced, and that sores on exposed surfaces (such as scalp, face, hands or legs) are properly covered with occlusive dressings.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least five days from the appearance of rash, or until receipt of a medical certificate of recovery from infection.</td>
<td>Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts must be excluded until they have received appropriate chemotherapy for at least 48 hours.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Pediculosis (Headlice)</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least 14 days after onset of illness, and until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rotavirus (diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least five days after onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis (diarrhoea)</td>
<td>Until diarrhoea ceases</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection including Scarlet Fever</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of medical certificate from a health Officer of the Department that the child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and paratyphoid fevers</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded unless the medical Officer of health or a Health Officer of the Department considers exclusion to be necessary.</td>
</tr>
</tbody>
</table>
4.9 Guardianship Custody, Access or Court Orders

We must be informed immediately if there are any changes to guardianship, custody and access arrangements related to any child at Korumburra Primary School. It is essential that a copy of any Current Court Orders is filed at K.P.S. Without the Current Orders we cannot act appropriately.

4.10 Disabilities - Children With Special Needs

The Program for Students with Disabilities (PSD) is a major component of the K.P.S. Program. Students are accepted into the program on the basis of defined student needs. Support is given through a Program Support Group and frequently involves additional assistance. We employ a number of Education Support Officers for this purpose.

4.11 Additional Student Support

KPS conducts a number of support programs as well as specific intervention programs for our students which may include small group activities and individual learning support programs. There is also support for the gifted and talented within classes and specific programs. These programs are intended to support children with particular needs and should any of these be appropriate for your child they will be recommended to you by your child’s class teacher or the teacher in charge of the program.

The school also has access to student consultants [Psychologist, Social Worker and Speech Pathologist] to support our students. Access to these consultants is through a referral form from the class teacher and the Assistant Principal, and is prioritised according to need.

4.12 Out of School Hours Care

Korumburra After School Recreation Environment (K.A.R.E.) provides quality care for Primary School children. The service is offered between 3.20 p.m. and 6.00 p.m. Monday to Friday during school terms. A program is also offered on Pupil Free Days if sufficient numbers of parents require care for their children.

The service provides a safe, warm and caring environment, fosters self esteem, models responsible behaviour and offers children a choice of creative fun, stimulating and diverse activities. K.A.R.E. aims to ensure that individual children’s needs, differences and interests are taken into account in all areas of the program. Children have lots of fun whilst developing existing skills and discovering new ones.

The program will maintain a ratio of 1 staff to 15 children. There is also a K.A.R.E. Service Committee. Parents who are not members of the Committee are welcome to attend committee meetings.

Afternoon Tea is provided after school, and on pupil free days both morning and afternoon tea are provided.
There is a flat fee of $10.00 for each session. If you are eligible for childcare assistance then fees are reduced by the subsidy provided by the Commonwealth Government. Families wishing to claim Child Care Benefit should contact the Family Assistance Office/Reception on 136 150.

Parents intending on using the K.A.R.E. service whether regularly or occasionally must enrol their children. Enrolment Forms are available at the Administration Office/Reception. Contact Reception/Office on 5655 1309 for details.

5 STUDENT WELFARE AND WELL BEING

The achievement of a proper working atmosphere in our school depends largely on cooperation and understanding between teachers and parents. Teachers rely on parents to support our high standards of behaviour. Parents can contact the Assistant Principal or Welfare Coordinator for further details. Programs to support student welfare and development include: Social Skills, Peer Mediation, You Can Do It (building the skills of Organisation, Getting Along, Persistence, Confidence and Resilience), Bullying awareness and prevention and Student Leadership.

5.1 Student Code of Conduct

The School Council believes that Korumburra Primary School should be a happy learning environment which meets the needs of all children. Our Code of Conduct developed within Department of Education and Early Childhood Development (DEECD) guidelines, recognises that all children have both rights and responsibilities.

5.2 Transport

Bus services at Korumburra Primary School are organised by Korumburra Secondary College. If you have any enquiries, please contact Karen Sorrell at the Secondary College on 5655 1566.

5.2.1 Country Buses

This service operates for pupils of the Korumburra Secondary College, but primary children are eligible to travel on these buses if they reside over 4.8 km from this school. Children living closer than this may be able to use the system providing that the relevant bus does not become overcrowded.

Parents wishing to know if their child is eligible to travel on a country bus can find out by contacting the Bus Coordinator, Karen Sorrell at the Korumburra Secondary College.

5.2.2 Town Buses

One bus operates within the town of Korumburra. Children pay a fare to the driver on boarding the bus.
5.2.3 Waiting For Buses

In the mornings children can be picked up at the most convenient bus stop. These arrangements are made between the Secondary College Bus Coordinator and the parents.

After school the children board the buses at the Bus Interchange and are expected to wait in the designated area and to line up in an orderly fashion, in bus roll order and are not to enter the bus until the supervising teacher tells them to do so.

During the waiting period (usually up to 15 minutes for the last bus) the children are expected to remain in the designated area and follow the school rules. Any misbehaviour may be recorded and followed up the next day.

If your child has travelled that morning on a country bus but is going home by some other means would you please let the Office/Reception and driver know.

If a child misses the bus the parents will be notified to arrange a pick up – normally at the Office/Reception. The bus system is organised for the convenience of children and parents. Bus travel should be a happy and safe experience for all, from the youngest child to the driver. To make this so, it is necessary that everyone behaves with care, cooperation and thoughtfulness.

5.2.4 Bus Rolls

Our School Bus Captains mark the bus rolls at night for all bus travellers. If your child/ren is not travelling on the bus please send a note to the Office/Reception so that they can be marked as absent.

5.2.5 Excursion Buses

These are arranged by our school and parents are notified about the costs well in advance of the trip.

5.2.6 Behaviour

All children travelling on buses are expected to behave according to the standards set by the school and the bus drivers. The daily buses are unsupervised so, for reasons of safety and courtesy, it is important that children behave well at all times. Continued misbehaviour will result in removal from the buses.

5.3 School Crossings

We have three school crossings around Korumburra Primary School which children are expected to use: Mine Road, Princes Street and Bridge Street. These are supervised between 8.30 am and 9.00 am every morning by lollipop people (traffic supervisors) and in the afternoon from 3.10 p.m. Children using these crossings at these times are to stand and wait until they can be accompanied by the traffic supervisor across the road. There are a few simple rules for the children to obey:

- Two blasts of the supervisor’s whistle means it’s safe to cross.
- One blast of the supervisor’s whistle means STOP immediately.
Drivers are reminded of the legal requirement that when they are at a school crossing they must ensure that the crossing is completely clear before moving off.

5.4 Entry To And Exit Of Children From School Grounds

On arrival and departure from school, children may use any of the designated gates, except near Room 11. Children using this gate should be accompanied by an adult.

The Staff Car Park is provided for the use of staff only and other visitors to the school. Please do not use it. The Uniting Church has been kind enough to allow parents and other visitors to K.P.S. to use their Car Park, but please do not use it while there is a church function or funeral in progress.

5.5 Cars – Children being dropped off and collected in Wrench’s Lane

Parents are able to drop off and collect children from the (former bus) bays in Wrench’s Lane. To do this enter from James Street and turn right to travel south. Please note that the old bus bays are the only legal parking spaces. People have been booked for parking in other areas of the lane.

To enable a smooth flow of traffic please spend a minimum amount of time in the bay. **Note:** There will be a number of traffic changes that will occur in 2010 because of the construction of the new buildings. **Any changes will be notified in the KPS Press.**

5.6 Visitors

All visitors to the site are required to report to the Office/Reception and those moving out of the Administration area are required to sign in and will be issued with a visitor’s badge. This procedure assists in securing the site against unwanted visitors and provides us with a record of other people on-site in the event of an emergency. If there are issues re other students or families please see the Principal. The school environment must remain safe for all our students, staff and extended school community.

5.7 Playground Care And Supervision

Grounds are supervised by rostered teachers, but because of the school’s physical features, patrolling teachers cannot be in sight of all areas at the one time. Constant endeavour is made to eliminate and reduce problems or hazards. Supervision commences at 8.45 am and rostered teachers supervise before school, at recess and lunchtime and again after school at the bus interchange (John Street) until the last bus leaves at approximately 3.45 p.m. Children having problems should see either of the teachers on duty or the Peer Mediators. Duty teachers are clearly visible by their fluoro jackets.
6 CURRICULUM ACTIVITIES

6.1 Strategic Plan

The School Strategic Plan (which now replaces the School Charter) covers:

- School Profile
- School Goals
- School Priorities
- Strategic Directions

Copies of the Strategic Plan are available from the school Office/Reception at your request, or can be downloaded from the website: www.korumburraps.vic.edu.au. This sets the direction of the school over the next four years; with an Annual Implementation Plan written annually.

6.2 Library - Learning Resource Centre

The Library is centrally located within the heritage brick building. It incorporates a mezzanine floor, a computer annexe, teacher workrooms as well as the main Library space. We have an extensive collection of books and resources which support the classroom programs.

Library sessions complement work set in class. We encourage an interest in researching information and a love of reading. We provide our students with access to a wide range of Fiction, Non Fiction and Reference texts. Students are encouraged to be independent users of the Library and are given knowledge and confidence in how libraries function.

- The Library is open for borrowing during the second half of lunch time.
- Parents are invited to borrow any books (including Teacher Reference) of interest to them (Please see Librarian first).
- Restricted books concerning Personal Development are available to Year 5 & 6 students only with written parental consent.
- Ashton Scholastic Book Club: we provide the opportunity to purchase quality books and software at reasonable prices throughout the year.

The Library management and book circulation is managed by a computerised system called Alice which allows all students to search for books electronically.

6.3 Computers and Information and Communications Technology (ICT)

There is a computer facility in the Library Annexe comprising 28 computers, a data projector and screen and a colour printer. There are 7 additional computers available in the main library.

Students from Prep to Year 6 access these computers on a weekly basis.

Each classroom has a bank of computers connected to the school-wide computer network. All computers are leased to ensure we have up to date ICT (Information & Computer Technology).
6.4 Art

Korumburra Primary School is fortunate to have a large, well equipped Art Room run by Jaci Williams. Art plays an important part in children’s development as they learn appropriate skills, discover and invent with materials and make decisions in a practical way.

Students are taught drawing and mask making, painting, construction, collage, modelling, printing, threads and textiles and art appreciation.

It is essential that you provide your child with an old shirt or art smock that is clearly named. We also have a very professional annual Art Show co-ordinated by Jaci, which involves all the students in the school.

Art Show titled - In the Paddock the Cows Roam

6.5 Music Program

We have developed an extensive sequential Music Program from Year Prep to 6. The program includes an understanding of simple music theory, the role that music plays in our society and in other cultures of the world. This is a program which encourages participation and involvement in activities such as choir, band, dance, recorder and drama.

6.6 Choir

Ellyn Zizic conducts our choir with the support of Candice Huntly. They have performed well in recent Eisteddfods (having won the Wonthaggi & Yarram Eisteddfod many years in a row), and this is a tribute to the voluntary work of the teachers involved and others who have contributed to the ongoing success of our music program. Involvement in the choir is voluntary.

Mrs Zizic and the School Choir
6.7 Clubs

We encourage all our students to develop their talents and skills by offering a variety of clubs which extend their experiences. Currently these clubs include Badminton, Chess, Scrabble, Skipping, Running, Gardening, Singing, Percussion and various others throughout the year.

6.8 You Can Do It

Our school has adopted Program Achieve, known as “You Can Do It”, as an ongoing and significant program within our school.

“You Can Do It” is a program aimed at every student, staff member and parent in our school community.

It teaches resilience, encourages everyone to treat others fairly, organise themselves and to live positively and to their full potential.

The program’s main purpose is to provide all children with the foundations for achievement and social/emotional well being in school, work and the world of tomorrow. The program includes the development of skills in Confidence, Organisation, Persistence, Getting Along and Resilience.

6.9 Bikes & Bike Education Program

Students in Year 4 take part in a series of practical sessions related to bike riding skills and theory. The program aims to improve the children’s understanding of bike mechanics, their riding skills, and an appreciation of bikes, traffic safety and its regulations. In addition bike riding is promoted as a healthy pastime and a Bike Hike is included in the program. The sessions take place in the southern end of John Street, which is closed to traffic at these times, and on the asphalted quadrangle and on the courts behind the gym. At this age level, children are beginning to develop peripheral vision – the ability to see the extremes of their fields of vision- and are only now becoming aware of other traffic approaching them from the side or behind.

For this safety reason, children are discouraged from riding bikes to school until the age of 9 years.

It is the responsibility of parents to make sure that their child’s bike is ROADWORTHY and that the rider wears a helmet at all times.

A rider must be aware of safety procedures and the road rules.

Bikes are locked in the shelter shed under the heritage brick building during school hours.

6.10 Swimming And Water Safety Program

An intensive up to 5 day swimming program is held each year at the local outdoor swimming pool for students in Years 3-6, commencing Term 1. Students have the opportunity to compete in the House Swimming Sports and Interschool Swimming Sports held in Term 1. We also organise a program in the local heated pool in Term 4 for students in the Junior years.
6.11 Physical Education and Sport

Students from Years Prep – 6 participate in a comprehensive physical education program which includes dance, fundamental motor skills, PMP (Perceptual Motor Program), ball handling skills, games, athletics, fitness, water safety and swimming. Appropriate dress should be worn the day your child's class is timetabled for Physical Education with PE teacher Mrs Shelley snooks.

Much of the program is conducted in the gymnasium, and now under our quadrangle roof. For the safety of all students we require the wearing of suitable footwear for various activities.

6.12 House Competition

Each child is placed in either Blue, Green, Red or Gold House. There is friendly rivalry to be the winning house in our weekly, term and yearly competition.

Year 6 students apply for positions as House Captains and are selected following an interview process. It is their responsibility to co-ordinate the House’s efforts.

Our aim is to encourage co-operation and team spirit. A t-shirt in house colours is required for Athletic Sports.

6.13 School Camping Program

A camping program runs for all classes following the developmental sequence listed below.

- Prep       After school fun afternoon
- Year 1     Activity Evening
- Year 2     Sleepover at school
- Year 3     1 night, 2 day hostel type catered for camp.
- Year 4     2 nights, 3 days hostel type catered for camp.
- Year 5     2 nights, 3 days hostel type catered for urban camp.
- Year 6     3 nights, 4 days rural environment.

The program concentrates on environmental awareness, initiative training, outdoor education and safety and social interaction and is an integral part of the school curriculum.

Year 5 Urban Camp
6.14 Excursions

Experiences outside of the school are a valuable way of supporting the curriculum at school and children attend excursions in support of the curriculum according to the policy of the school council.

For all excursions (other than local excursions- see below) children will require a permission form to be signed by their parent and the appropriate payment to be sent to school a set number of days before the excursion is scheduled.

In the case of local excursions where students are walking to and from local destinations one generic excursion form is signed at the beginning of the year to cover that year. Parents will still be notified of these local excursions with a note.

Year 2 Healesville Excursion

6.15 Christian Religious Education (CRE)

Each week volunteers from the various local churches visit the school to teach CRE. Every class receives a half hour lesson using the “Religion in Life” material by the Council for Christian Education in Schools. (if CRE volunteers are available.)

In “Religion in Life” students are introduced to the major beliefs, values and literature of the Christian tradition and provided with a basis for looking at the other major religious traditions increasingly represented in our society. Themes are presented with rich variety of educational method, using story, illustrations, drama, assignments, music and puzzles etc. to interest and challenge. Colourful children’s books are provided for each age level.

The CRE program is designed to complement other classroom studies and introduces the children to a deeper understanding of their culture and community. CRE helps children in their search for spiritual meaning and considers such issues as friendship, self esteem, identity, conflict resolution, choices and guidelines.

If parents do not wish their child/ren to do R.E. they must fill out the section in the enrolment form or contact the Office.
7 ORGANISATIONS WITHIN THE SCHOOL

7.1 School Council

The School Council is comprised of elected members; with 7 parents and 4 teachers, and the Principal. Council meets monthly, generally on the first Wednesday at 7.00 p.m. An Annual General meeting is held in March each year, with elected members serving a two-year term with half retiring each year.

The School Council plays a vital role in articulating the needs of the school community and applying the available resources to achieve the school’s objectives.

The School Council has a major role in the development of school policy.

7.2 Parents’ and Friends

Parents’ and Friends’ Club consists of an interested group of parents and friends of the school community, who meet on the second Wednesday of each month, in the Staff Room, at approximately 9.15 a.m.

This is an opportunity to discuss issues concerned with the general education of our students, be involved in information sessions on school related topics, be involved in fundraising activities, be involved in recommendations to school council or just socialise with other parents of children at this school. Pre school children are welcome. The Principal or Assistant Principal attends each meeting giving a report updating parents on any relevant information and any current issues. This is a good opportunity to discuss issues with the Principal or Assistant Principal.

7.3 Junior School Council

The Junior School Council consists of two elected representatives from each Home Group and the School Captains and Vice Captains. They meet monthly with the Principal or Assistant Principal to discuss school issues as perceived by the children and recommendations are then made to the Principal, Staff and School Council. The Junior School Council fund-raise for the school, Royal Children’s Hospital, State Schools Relief fund and other selected charities. The JSC also sponsors a child from another country through World Vision. The JSC raises money specifically for our sponsored child, Mrabu from Kenya.

7.4 Volunteers

Parents and other volunteers are encouraged to contribute to the educational programs of Korumburra Primary School. We are proud of having over 130 registered volunteers at K.P.S. Each year parents and others who wish to volunteer to support our programs are invited to register. Volunteers are asked to nominate areas in which they want to assist by completing a Volunteer Registration Form.
We maintain that volunteering is one of the most important things you can do for your own child’s education because volunteering to work at school says very clearly to your child that school and education is important. It is wonderful to see so many people around the school supporting our programs and helping give it a community feel.

All volunteers who work with children and take part in Swimming and Camping Programs require a Working With Children Check, which they need to apply for on forms available at the Post Office.

Each year we celebrate the work of the volunteers and thank them by inviting them to attend a morning tea put on by the staff.

Please note all volunteers have to be aware that there are strict issues of confidentiality when working in a school.

### 7.5 LAP - Learning Assistance Program

Korumburra Primary School conducts a Learning Assistance Program (LAP) where trained community volunteers work with students who would benefit from additional support. This has become an excellent program connecting our students with our community. There are many parents in our community who have skills and expertise to offer our students. We are always looking for more volunteers to provide adult leadership and positive mentoring to selected students.

### 8 USE OF SCHOOL PREMISES AFTER HOURS

There is no general right of the public at large to be in the school using school facilities outside school hours unless prior approval from the Principal has been given. There are many school resources that can be made available to the community. The use of these can be negotiated with the School Principal.

Due to vandalism, signs have been erected on the school’s perimeter stating NO skateboarding, roller blading, bike riding, slam dunking etc. Any information we obtain about criminal damage is passed to the Police for action by them. We ask for community support by informing us of any problems in the school grounds after hours. **Note that the school is protected by 24 hour electronic security.**

### 9 SCHOOL UNIFORM

#### 9.1 Dress And Appearance Policy

The School Council together with parents have developed a school uniform which all children are expected to wear. Uniforms can be purchased through the Office at very reasonable prices.

A school uniform is seen as being eminently functional, aesthetically pleasing and economically sensible. It also supports the development of a whole school culture and a sense of belonging to our school. We would expect the students to wear their uniform with pride. We request that parents stress the positive aspects of school uniforms from the first day of school. If purchasing items through the school, payment is to be received before the items can be delivered. EFTPOS facilities are available at the school Office/Reception as another method of payment.
9.2 Uniform

- Blue checked dress – white collar (any style)
- Navy blue shorts
- Navy pants. (No jeans)
- School windcheater.
- Royal blue skort.
- Pale blue or white polo shirt or skivvy
- Blue or white socks.
- Royal blue wide brimmed school hat
  (Remember, a broad brimmed hat must be worn in Term 1 and 4.)

Footwear

- Leather shoes, boots, sports shoes or closed toe sandals, in blue, black, brown or white of a sturdy quality.
- No thongs, party shoes or platform shoes.
- No Beach Sandals
- Appropriate clothing – All clothing should be free from logos/advertising or inappropriate messages.

Sports Uniform

- House coloured t-shirt, shorts and sports shoes.

Jewellery

- Earrings - studs or sleepers in ears only due to safety issues.

All students who leave the school grounds on excursions, camp, sports days etc are to be in full school uniform.

Items available at the office.

- School windcheater $20.00
- School pale blue or white polo shirts $20.00
- Navy shorts $26.00
- Broad brimmed hat $10.00
- School Bag $30.00
- Navy Blue Pants - Boys $27.00
- Checked dress $40.00
- Skort (Royal Blue) $20.00
- Girls Bootleg Pants (Navy Blue) Two styles. $25.00
- Beanies $8.00
- Waterproof Jackets $26.00
- Sleeveless Vest $15.00

ALL ITEMS ARE TO BE CLEARLY NAMED

Unmarked items never find their way back to their owner.

IN HOT WEATHER
The school’s dress code stresses that

- Midriffs must be covered
- Shoulders must be covered
- No tank or singlet type tops
- Broad brimmed blue school hats to be worn in Term 1 and 4.
9.3 Sunsmart Policy

“No hats – no play” School Blue Broad brimmed hats or legionnaire hats must be worn outside at all times during Terms 1 and 4. Sunscreen should be applied. Children without appropriate hats must remain under the covered area outside the Gym or the quadrangle at recess and lunchtime. Please note there are no ball games to be played outside the gym. This Sunsmart Policy also applies to Physical Education, Sport and other outdoor activities.

9.4 Lost Property

Children often misplace things and think they have been lost or stolen. Many of these items end up in lost property, all of which goes to the Office/Reception.

If your child has lost something they should go to the Office/Reception to look through the lost property. Please don’t go looking amongst other children’s belongings.

Encourage your children to be responsible for their own belongings.

ALL CLOTHING IS TO BE CLEARLY NAMED - these items are usually returned to the rightful owner as soon as possible.

10 DENTAL HEALTH

The SCHOOL DENTAL SERVICE PROVIDES DENTAL TREATMENT AND DENTAL HEALTH EDUCATION FOR SCHOOL CHILDREN. It provides general dental care to children every two years while children identified with a greater need may be seen more often.

WHO PROVIDES TREATMENT?
General treatment is provided by dental therapists and more complex care is performed by a dentist.

Special dental care is not provided but referral to dental specialists can be arranged.

WHAT DOES IT COST?
If you hold a valid Department of Social Security Health Care Card the service is FREE. Non card holders pay a fee of $27.00 per child (maximum of $108 per family) which includes a dental check up and all general treatment. Payment cannot be claimed through private health insurance.

WHO CAN USE THIS SERVICE?
All primary school children, concession card holders and their dependants in Year levels 7 – 8 can access the service. Dental care is also available to Concession card holders and their dependants in Year levels 9 – 10 at your local community dental clinic.

HOW DO YOU ACCESS THE SERVICE?
Your school is contacted by the School Dental Service with information to put in your school newsletter. If you require information, please contact Dental Health Services, Regional Office/Reception on 1300 360 054.
11 HOME READING GUIDE

Home reading plays an important role in the development of a child’s reading. It is a time when children can practise and reinforce reading skills the teacher has been developing in the class. It also assists children to develop fluency and expression. All children are provided with opportunities and guidance to select texts from the school’s extensive home borrowing selection and the library. Parents are asked to ensure that they support the school in maintaining an excellent home reading habit. If your child is not reading regularly at home please contact your class teacher or the Principal / Assistant Principal.

12 USEFUL INFORMATION

We trust that the information provided in this book is useful to you. If you have any suggestions for improvement or for additional information please contact the Reception/Office. We hope that you enjoy your association with Korumburra Primary School.
This Map includes the Construction Zone and the relocated position of our 4 portables.