

# PARENT HANDBOOK



*Steeped in History, committed to the future*

**BUNDALAGUAH  
PRIMARY SCHOOL  
NO 5392**

**BUNDALAGUAH PS** No. 5392  
627 Maffra Sale Rd.  
Bundalaguah 3851



Ph: 51 471110  
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Our School Values  
**Respect    Honesty    Resilience**  
**Co-operation**

Email: [Bundalaguah.ps@edumail.vic.gov.au](mailto:Bundalaguah.ps@edumail.vic.gov.au)  
Website: [www.bundyps.vic.edu.au](http://www.bundyps.vic.edu.au)

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Dear Parents,

Welcome to Bundalaguah Primary School. We hope that you and your children will find our school friendly, providing a warm and secure learning environment.

This booklet is planned to acquaint you with the school's operation and is intended as a valuable home reference of procedures followed within the school.

If you have any questions feel free to speak with the Principal.

## **SCHOOL ORGANISATION**

### **HOURS**

School commences at 9.15 a.m. **SHARP!**

9.15 a.m. - 11.00 a.m.

11.00 a.m. - 11.30 a.m. Morning Recess

1.00 p.m - 1.15 p.m. Lunch – Children eat lunch in their room while the teachers read to them.

1.15 p.m. - 1.45 p.m. Lunch Recess

3.20 p.m. - School finishes. (Prompt collection is appreciated unless prior arrangements are made).

During Term 2 on Friday recess is from 10.15 - 10.40 due to swimming.

### **SUPERVISION**

Please note that the official times of school ground supervision are 15 minutes before the morning session and fifteen minutes after the last session. The playground is supervised at all times during play and lunchtimes.

### **CLASSES**

Because of the priority to maximise the opportunities for children, the class sizes at Bundalaguah are kept as small as possible for Literacy and Numeracy. The grades are multi-level. In 2013, three classes will operate, these being Prep / 1, Grade 2/ 3 / 4 and Grades 4/ 5 / 6.

### **STAFF**

Currently Bundalaguah Primary School has 3 teaching staff with Reading Recovery and 3 visiting specialist teachers. All staff have exemplary communication skills and are available daily if parents have any concerns.

### **2013 TERM DATES**

Term 1 30<sup>th</sup> January - 28<sup>th</sup> March

Term 2 15<sup>th</sup> April - 28<sup>th</sup> June

Term 3 16<sup>th</sup> July - 20<sup>th</sup> September

Term 4 7<sup>th</sup> October - 20<sup>th</sup> December

## UNIFORMS

While not compulsory at school, wearing of a school uniform is encouraged. When the children are travelling out of school for the day – excursions, sports etc., full school uniform **is** compulsory.

School monogrammed uniforms are available for purchase from the school.

As we are a Sunsmart School, broad brimmed or legionnaire hats are compulsory for children to play out in the sun in Terms 1 and 4. Children who do not have suitable hats are expected to play in the undercover areas during play.

### GIRLS

Blue/Maroon Gingham check frock  
Shorts or culottes – blue or maroon  
Blue/Maroon Netball skirt  
Blue Skorts

### BOYS

Shorts/Pants – grey or blue

### GIRLS AND BOYS

Maroon Windcheater with white monogram  
Maroon T-shirt or polo shirt with white monogram  
Track suit pants – blue or maroon  
Navy Blue half zip polo  
Maroon full zip jacket  
Hat – Wide brimmed or legionnaires - Maroon is preferable. **Wearing of hats is compulsory during 1<sup>st</sup> and 4<sup>th</sup> Terms.**  
School Bag – Monogrammed school bags are also available.

## CURRICULUM

Bundalaguah Primary School offers a wide range of subjects covering all eight prescribed Key Learning Areas.

These being:-

English Language

Mathematics

Studies of Society and Environment

Health and Physical Education

Science

LOTE - Mandarin

Technology

The Arts

Our Strategic Plan priorities are Language and Numeracy.

Bundalaguah Primary School also offers enhancements of the Key Learning Areas through programs such as:-

- Marimba Band
- LOTE: Mandarin
- Choir
- Active After School Sport
- LAP (terms 2 and 3)
- Bug Blitz
- Etiquette Class (grade 5/6 term 1)
- Swimming
- Life Ed Van
- Vegetable Garden
- Bundy Speak Out

**SPORT** Physical Education is an important part of the school curriculum at Bundalaguah, and there are many opportunities for further participation with other schools. Bundalaguah children compete in the Rural School Swimming, Cross-Country, Winter Sports and the Athletic Sports. They also participate in Kanga Cricket and Twilight Soccer. In Term 2, the whole junior school participates in a weekly swimming program at Kemp Aquatics in Maffra, whilst the senior school children swim in Sale.

**COMPUTERS** Bundalaguah provides access for all children, with Internet and E-mail services. There are computers, notebooks and i-pads in all classrooms, with an approximate ratio of 1:4.

**RELIGIOUS EDUCATION** A weekly religious Education Program is offered to children who wish to participate.

**READING RECOVERY** A Reading Recovery Program is offered to eligible children who meet the criteria. Reading Recovery is a daily program offered on a 1:1 basis to children in grade 1 who require extra assistance with their reading and writing.

**MARC VAN (Mobile Library)** The MARC Van visits Bundalaguah each week. The visiting teacher provides a library lesson and also encourages all children to borrow from the library.

**CLUSTER GROUPS** Bundalaguah combines with 7 other rural schools to share resources and to provide the children with larger group experiences and transition experiences. This includes group days with Airly and Cobains Primary Schools, combined camps, sports days, Life Education Van, and special literacy days.

**SCHOOL CAMPS** Children participate in the Camp Program from Grades 3 – 6. Bundalaguah combines with the cluster schools offering different camp experiences, for all middle and senior class students.

**LAP (Learning Assistance Program)** Bundalaguah has an effective LAP Program which involves parents or community members coming in as volunteers to work with a child for one hour a week. The Program offers special attention to each child and helps promote confidence and self esteem. Any parent wanting to know more about the program, or wish to be involved, should see their classroom teacher.

**Junior School Council / Bundy Speak Out** Students are given regular opportunity to discuss issues and celebrate achievement as a whole school. Both Junior School Council and Bundy Speak Out are run by the students and supported by staff.

**Science** In 2010 Bundalaguah Primary was successful in applying for a grant for a Science Specialist and science has a high priority at our school. Students participate in weekly science sessions as well as participating in integrated units of work in the classroom that include a science focus. Linking science with Literacy and Numeracy is a powerful way to engage students.

## **TRANSITION**

### **TRANSITION PRIMARY TO POST PRIMARY**

Year 6 children have the opportunity to visit post primary schools for information days and Transition Days throughout the year, and an orientation day in December to the Post Primary School of their choice. There are several opportunities during the year for Grade 6 students to participate in activities with other Year 6 students from other rural schools to encourage them to build on friendships prior to Secondary school.

Year seven co-ordinators visit the school to talk to Grade 6 students in Term 4.

### **PREP TRANSITION**

#### **ENTRY LEVEL AGE AND IMMUNISATION**

The minimum entry age of Prep grade children is 4.8 years on the first of January. All children aged six or more must attend school or be receiving approved alternative tuition.

The Department of Health requires that before enrolment is complete, parents must present schools with a School Entry Immunisation Certificate. This is issued by the Australian Childhood Immunisation Register (ACIR) as a Child History Statement once your child has completed the 4 year old vaccine schedule. In certain circumstances an alternative School Entry Immunisation Certificate can be obtained from the local shire. ACIR can be contacted on 1 800 653 809 if you have not yet received your child's History Statement or if you need to obtain another copy.

#### **INFORMATION FOR PREP CHILDREN**

It is helpful for your child to have these skills.

- Does he/she know how to put things away after use?
- Can he/she recognise his/ her, own named belongings?
- Can he/she tie and untie shoelaces and buckle sandals?
- Can he/she attend to his/ her, own toilet needs and adjust clothing?
- Does/he she know the importance of washing hands after visiting the toilet?
- Does he/she know how to use a tissue or handkerchief properly?  
and the importance of covering his/her mouth when coughing or sneezing?

#### **SUGGESTIONS**

Have several "school lunches" with your child at home. Children need practice in handling a lunch box successfully, and experience in pouring from a drink bottle. Please let the school know if food is returning home untouched.

It is wise to have a medical check up prior to the commencement of school, particularly for sight and hearing.

### **SCHOOL HOURS (TRANSITION)**

There will be no school for Preps on Wednesdays until after Labour Day long weekend in March. After this parents have the option of sending their children on Wednesdays or allowing them to stay

home for the remainder of Term 1. If parents feel their child is not coping with the first few weeks (due to tiredness, hot weather etc.), please talk to the class teacher to arrange earlier pick ups.

### **TRANSITION FROM KINDERGARTEN**

Bundalagwah uses an open-door approach to people from the general community. Interested parents are encouraged to arrange visits to the school with their child. Open Days and Orientation sessions are arranged towards the end of each year, but all interested people are asked to call at any time to arrange a visit.

### **BUDDY SYSTEM**

Our School is an Active Member of the Alannah and Madelaine Foundation *Better Buddies Program*. As part of a smooth transition from Kindergarten to school, new Prep children are paired up with a Buddy from an upper grade. The Buddies support the new children in school activities and help when necessary in the playground.

### **PARENT INVOLVEMENT**

After a classroom routine has been established, you may be asked as a parent to participate in classroom activities. Your assistance is part of the learning partnership we have between your child, the teacher, and yourself. Any parent who wishes to volunteer is required to have a current "Working with Children Check". Application forms are available from the school office or Post Office.

Children enjoy seeing you involved in what they are doing. Classroom activities you may be asked to assist in include special days and events, sporting activities, writing and reading programs, art and craft sessions, Learning Assistance Program and many more. Your involvement will be greatly appreciated.

New parents are also matched with a "Buddy" to help them integrate smoothly into the school routine and community.



## GENERAL INFORMATION

### SCHOOL BANKING

Children may open a Dollarmite Savings Account with the Commonwealth Bank through the school. Bank day is every Tuesday. Pay-in slips are attached as part of the bank book. These should be completed by parents before sending them to school.

### NAMING OF PERSONAL ITEMS

All items such as bags, lunch boxes, school uniform and other items of clothing that can be removed such as shoes, parkas, coats and hats **must be named**. This will assist with the retrieval of lost items.

### SCHOOL BAG

All children require a bag of suitable size to hold their lunch, reader cover and other school work. It is suggested that a zip-up or back pack type are the most suitable. Monogrammed Bundalaguah School Bags for sale from the office.

### PERSONAL ITEMS

Teachers can accept **NO** responsibility for personal items brought to school.

We **DO NOT** encourage mobile phones at school. If however they are required for the trip to and from school they are to be handed to the class teacher upon arrival.

Articles such as knives, bows and arrows, darts or other dangerous toys are definitely banned. We also advise against valuable items being brought to school, such as radios, good watches, video games etc. If children bring books please ensure that they are named.

Please note – all “Private property brought to school by students is not insured nor is the Department of Education, Employment and Training responsible for any loss”.

### ACCIDENT INSURANCE

The Department of Education and Training advises parents that the school does not hold accident insurance for school students. Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance fund, you may also be able to claim transport or other expenses from the fund. The Department is aware of two insurers, **JUA Underwriting Agency Pty Ltd** and **Willis Australia Ltd** that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so. Contact details are as follows:

JUA Underwriting Agency Pty Ltd  
Suite 807 Level 8  
530 Little Collins Street  
Melbourne VIC 3000  
Phone: 03 9909 7480

Willis Australia Ltd  
Level 10  
71 Queens Road  
Melbourne VIC 3000  
Phone: 03 9520 9874

## **MONEY**

It is suggested that any money sent to school with a child is placed in an envelope on which is written the child's name, the amount of money and what it is for (eg. Swimming, Book Club, excursion, craft etc.). Printed envelopes for this purpose are available at the office free of charge.

## **GLASSWARE**

Students are asked **NOT TO** bring their drinks, toys, bugs, spiders etc. to school in a glass jar or bottle. Some form of plastic or cardboard container is safer and more suitable for school.

## **CAR PARKING**

Great care needs to be taken to avoid congestion in the front drive, especially in the afternoons.

### **To pick up/drop off children:**

- Park in three lanes, in the drive through.
- People driving to Sale need to be in the Left hand lane and Maffra people need to park in the right hand lane
- Move to the exit end of the drive through (Sale end).

**IF YOU NEED TO GET OUT OF THE CAR FOR ANY REASON** – even a 5 minute chat reverse park into the fence at the Sale end of the drive through.

## **HOW CAN I GET INVOLVED IN WHAT MY CHILD IS DOING AT SCHOOL?**

There are many ways you can become involved. Things you could do include:

- Being a good listener to your child
- Reading to your child regularly
- Talking to your child about school and discussing his/her work
- Helping in the classroom and with excursions and elective activities
- Getting to know your child's class teacher
- Attending meetings and other sessions to learn about what goes on at school.
- Attending parent-teacher interviews
- Getting involved with the Parent Club or the School Council
- Teaching your child to be independent and responsible
- Extending your own education through training or further education

Remember, children learn best when parents and teachers support each other.

## **SCHOOL COUNCIL**

This is an elected body representing the school, parents and community. School Council meets most months but at least twice a term. School Council elections are held during March each year.

If you are interested in finding out more about the School Council, its role or its members, please feel free to speak to the Principal.

## **PARENT CLUB**

Bundalaguah Primary School has a very active Parents Club. All parents are invited to be a part of the Parent Club which meets monthly at the school. Parent Club is a good way to meet and work with other parents, thus developing a 'community' feeling within the school. The Parent Club activities are an integral part of the school that benefits students, staff and parents alike by the purchasing of equipment and subsidising of school activities.

Several times a year the Parent Club runs a 'Tuck Shop' day giving children the opportunity to 'buy' their lunch from a variety of foods donated by each family and heated/ served by volunteer parents. Foods offered range from sausages in bread, party pies, sausage rolls, pizzas, quiche followed by sweet food such as cake, muffins, slice, fruit, popcorn, jelly cups etc. Food is 'sold' cheaply and change given when necessary, children need approximately \$1.00 to buy their lunch. A purse for money and a small plastic bowl or plate to put the food on is encouraged.

## **ALLOWANCES AVAILABLE TO FAMILIES**

### **EDUCATION MAINTENANCE ALLOWANCE**

If you hold any of the following you may be eligible to apply for the Education Maintenance Allowance:-

- Commonwealth Pensioner Health Benefits Card
- Commonwealth Health Care Card
- Commonwealth health Benefits Cards

Parents of primary school age children are eligible to receive **\$205.00** per child per year, paid in two instalments. You will be notified through the school newsletter when it is the appropriate time to apply.

### **CONVEYANCE ALLOWANCE**

If you live more than 4.8 km from your nearest school you will be eligible for Conveyance Allowance. This is paid at a rate set by the Department of Education, Employment and Training. Apply to the Principal for an application form if you believe you are eligible.

### **SCHOOL START BONUS**

The School Start Bonus (SSB) was discontinued in 2012. SSB enquiries should be directed to:  
(03) 9637 3137

From 2013, direct Education Maintenance Allowance (EMA) payments to parents will be increased across the board. The greatest increases will be for parents of eligible Prep and year 7 students, in recognition of the additional costs associated with entering primary school and secondary school.

## **STUDENT WELFARE**

### **DISCIPLINE**

We focus on a School Wide Positive Behaviour Approach which recognises and rewards behaviour that reflects our school values of Honesty, Respect, Resilience and Co-operation. This is used in conjunction with Restorative Practices Approach which emphasises positive reinforcement of good behaviour and a set of logical consecutive steps for unacceptable behaviour. It is based on building and maintaining positive relationships. Each child at the school is treated with respect and dignity in a fair and consistent way.

### **ABSENCES**

Children who are ill should be kept home. The Department of Health requires that absence notices be sent to school if your child has been away from school. This is to be done using the school absence note available from the Classroom or Office.

### **MEDICATION WHILE AT SCHOOL**

For the safety of children and effective administering of medication, it is extremely important that parents provide written instructions when they wish teachers to supervise the taking of medicines by children. Parents of children with Asthma are asked to supply full details of recommended treatment in case of attacks. A medication folder for details is located in the staffroom.

## **INFECTIOUS DISEASES**

The following list of infectious diseases is provided to assist you in determining when your child should be excluded from attending school.

### **CHICKEN POX**

Until fully recovered or at least 1 week after the eruption first appears. Some remaining scabs are not an indication for continued exclusion.

### **DIPHTHERIA**

Until at least 2 negative throat swabs have been obtained at intervals of not less than 48 hours, the first swab taken not less than 24 hours after cessation of antimicrobial therapy. Others living in the same house to be excluded until released by a Medical Officer of Health.

### **DIARRHOEA**

Until diarrhoea has stopped.

### **HEAD LICE**

Until appropriate treatment has commenced, supported when requested by a medical certificate. Others in the same house to be inspected regularly but not excluded.

### **VIRAL HEPATITIS**

Until a medical certificate of recovery is produced, or when symptoms have subsided, but not before 7 days after onset of jaundice.

### **IMPETIGO (SCHOOL SORES)**

Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are covered with a waterproof dressing.

### **LEPROSY**

Until receipt of a medical certificate of recovery from infection.

### **MEASLES**

For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Others in the same house to be excluded for 13 days after last contact, unless medical documentation of prior infection/immunisation is provided.

### **MENINGOCOCCAL INFECTION**

Until a medical certificate of recovery is produced. Others in the same house to be excluded until they have been receiving appropriate treatment for at least 48 hours.

### **MUMPS**

Until fully recovered.

**POLIO MYELITIS**

For at least 14 days from onset and until a medical certificate of recovery is produced.

**RINGWORM**

Until appropriate treatment has commenced, supported when requested by medical certificate.

**RUBELLA (GERMAN MEASLES)**

Until fully recovered and at least 14 days from the onset of the rash.

**SCABIES**

Until appropriate treatment has commenced, supported when requested by medical certificate.

**STREPTOCOCCAL INFECTIONS – INCLUDING SCARLET FEVER**

Until a medical certificate of recovery is produced.

**TUBERCULOSIS**

Until a medical certificate is produced stating that the patient is no longer infectious.

**TYPHOID AND PARATYPHOID FEVER**

Until receipt of a medical certificate of recovery from infection.

**WHOOPING COUGH**

For 4 weeks or until a medical certificate of recovery is produced.

**PARVOVIRUS B19 ('SLAP CHEEK' Disease)**

No exclusion, as those infected are most contagious before onset of rash, but may be kept home if showing sign of being unwell. People who are 'immune suppressed', 'chronic haemolytic disorder' or 'pregnant' need to be notified and extra care taken.