



FALLS CREEK PRIMARY SCHOOL

PARENT INFORMATION BOOK

2020

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SCHOOL PROFILE

Falls Creek Primary School is a remote, rural school in a unique alpine environment. Situated 30 kilometres from Mt Beauty in the Victorian High Country, the school services the small but fluctuating cosmopolitan population of the Falls Creek alpine resort. The school operates year round and student numbers typically vary seasonally, from an initial enrolment of around 10 to 20 at the beginning of the school year to a maximum of 40 in the winter term.

The school was established in 1972 and largely owes its existence to the dedication and support of the Falls Creek community. This sense of community remains strong today as evidenced by the assistance and involvement of the parent body in school activities.

The present school building was constructed in 1985 and an extension was completed in 2012 as part of the Federal Government's Building the Education Revolution Economic Stimulus Plan. Facilities now include three classrooms, a computer area, several storage areas and an outdoor play area. The classrooms have operable walls and can be converted to a multi-purpose area. The school is well heated and has a store room for bags and wet weather gear. The outdoor area has artificial turf, a basketball ring, and a sand pit and seating under shade sails.

The vision of the Falls Creek Primary School is to provide high quality education incorporating a range of challenging, integrated and motivating learning experiences for our students in all areas of the Victorian Curriculum, which will develop high standards, foster self-esteem, maximise each child's potential and prepare them for further education in a dynamic 21st century. This is done in a positive, caring environment with teachers, parents and students working together in partnership.

School values:

- Mutual respect
- Honesty and integrity
- Responsibility

The detailed [School Philosophy](#) can be found in the policies section of the school website.

Key programs operating in the school are:

- An environmental and outdoor education program which is enhanced by our unique location adjacent to the Alpine National Park. students participating in Waterwatch, Saltwatch and other environmental activities within the context of the Falls Creek environment. Outdoor education activities including bushwalking, rock climbing, orienteering and high ropes which create challenges for team building, personal development and self-esteem.
- The winter snowsport program which culminates in participation in the Victorian and Australian Interschool Snowsport Championships.
- An instrumental music program based around African drumming and ukulele.

SCHOOL ORGANISATION

Staff

Principal:	Miss Helen Whittaker
Business Manager:	Mrs Carol Bartholomew
Teachers:	Miss Cassandra Sigmund, Classroom teacher Mr Nick Wright, MARC (Library) teacher Mr Conrad Forrer, Music Additional teachers are employed during the winter snow season

Term dates 2020

Term 1:	Wednesday 29 th January (first day for students) to Friday 27 th March
Term 2:	Tuesday 14 th April to Friday 26 th June
Term 3:	Monday 13 th July to Friday 18 th September
Term 4:	Monday 5 th October to Friday 18 th December

Public holidays

Labour Day	Monday 9 th March
Good Friday	Friday 10 th April
Easter Monday	Monday 13 th April
ANZAC Day	Saturday 25 th April
Queen's Birthday	Monday 8 th June
Melbourne Cup Day	Tuesday 3 rd November

Student free days

Tuesday 28 th January	Preparation day
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Three additional dates are still to be set. These will be advised in the school newsletter.

School hours

Terms 1, 2 and 4

School commences:	9.00am
Morning recess:	11.00am to 11.15am
Lunch:	12.45pm to 1.30pm
Dismissal:	3.00pm

Term 3

School commences:	9.00am
Morning recess:	11.00am to 11.30am
Lunch:	12.30pm to 1.00pm
Dismissal:	3.00pm

The above school times for Term 3 apply on days when the students are not participating in snowsports. School hours for snowsport days will vary and will be advised to parents prior to the commencement of the snowsport program.

NEW ENROLMENTS

Applications for year round enrolment at Falls Creek Primary School are always welcome and may be made at any time by contacting the school office by telephone on 03 5758 3311 or by email at falls.creek.ps@edumail.vic.gov.au.

Winter enrolment

The Department of Education and Training's enrolment policy, known as the Placement Policy, will be applied to all primary school enrolments at Falls Creek Primary School for the winter season.

The Placement Policy is the Department of Education and Training policy to which all government schools in Victoria adhere. You can view the policy at <https://www.education.vic.gov.au/school/principals/spag/participation/pages/placement.aspx>. This web link also contains the guidelines for determining a permanent address as referred to in the policy.

Expressions of interest for enrolment for the 2020 winter season (Term 3) must be received by the school on or before 4:00pm Friday 28th February 2020. Full details and the expression of interest form can be found on the school website at <http://www.fallscreekps.vic.edu.au/enrolment.htm>

Eligibility for admission

To be eligible for admission a child must be at least five years of age by 30 April of the year in which admission is sought. Only Australian citizens or students with specified visas are eligible for admission. Admission is subject to space being available at the school. Places are currently available for year-round enrolments.

Enrolment

A confidential Student Enrolment Form must be completed, signed by a parent or guardian and returned to the school before a student may be admitted. Parents **must** also provide:

- Evidence of the child's date of birth. This would normally be a birth certificate for children born in Australia.
- Evidence of residency for children born overseas.
- An Immunisation History Statement from the Australian Immunisation Register (AIR). The quickest way to get your child's Immunisation History Statement is by using your Medicare online account through myGov or Express Plus Medicare mobile app. You can also visit your local Medicare service centre or request for your child's statement to be posted to you by calling the AIR enquiries line on 1800 653 809.
- If the child is transferring from a non-government school, there **must** be a transfer note from the previous school.
- A copy of the student's latest report from the transferring school.

SCHOOL PROGRAM

Falls Creek Primary School operates on a year round basis and provides learning experiences in all areas of the Victorian curriculum. This covers the traditional subjects of English, Mathematics, Science, The Arts, Health and Physical Education, and Languages Other Than English (French), as well as the humanities, interpersonal development, personal learning, civics and citizenship, communication and thinking processes.

There is a strong focus on English and Mathematics, with three hours spent each morning on these. Other subjects are covered in the afternoons.

As part of Health and Physical Education during the summer terms, some of the activities undertaken are the swimming program, tennis, cricket and ball games. During Term 3, all students are involved in a comprehensive snow sports program.

The school is a member of the Upper Kiewa Valley cluster. As part of the school program, the students visit cluster schools in Mount Beauty and Tawonga on an occasional basis. This enables them to participate in sports days, grade days, the Life Education program and special days with an arts focus.

During the winter term, students participate in drama and music activities which culminate in the school concert at the end of Term 3.

The school offers small class sizes and excellent computer access across all year levels.

More information on the school's specialised programs can be found below.

Environmental and Outdoor Education

The environmental and outdoor education program enables students to participate in Waterwatch and other environmental activities within the context of the Falls Creek environment.

Outdoor education activities include bush walking, rock climbing and other activities which create challenges for team building, personal development and self-esteem.

eSmart Program

Falls Creek Primary School has been accredited as an eSmart school. This requires the integration of cyber safety in the classroom through the smart, safe and responsible use of technology. It will help teachers, students and the whole school community to embrace the benefits of technology and reduce our exposure to cyberspace risks such as cyberbullying, identity theft, online sexual predation and accessing or sending inappropriate images and content. If you have any concerns or queries regarding your child's use of technology at school or at home please talk to the Principal.

The school's [Digital Technologies Policy](#) is available on the school website.

Library

The MARC (Mobile Area Resource Centre) van visits the school one afternoon a fortnight. This gives the students greater access to library facilities and enables them to borrow library books. The school

has also been working hard over the past few years to increase the number of books in the school library.

LOTE (Language other than English)

The LOTE studied at Falls Creek Primary is French. This is taught by Helen Whittaker using internet based resources and hardcopy texts.

Music

Conrad Forrer teaches music to the students on a weekly basis throughout the year with the focus currently on African Drumming. He is also available for private ukulele lessons (cost applies).

Snowsports

Falls Creek Primary School makes the most of the unique alpine environment in which the school is situated. During the winter term, snowsports are an integral part of the school curriculum.

All students are offered the opportunity to participate in the snowsports program during Term 3. This is comprised of weekly alpine skiing lessons given by the Falls Creek Snowsports School each Friday and an afternoon cross country skiing each week run by school staff. The senior students (Years 3 to 6) may also participate in an optional snowsports extension program each Thursday afternoon. On this afternoon, students will have snowboarding lessons. The details of the program to be offered in 2020 will be advised to all school families when confirmed.

Students are expected to provide their own ski/snowboard clothing, protective gear and alpine ski/snowboard equipment for Thursday and Friday afternoon lessons. Helmets are compulsory for alpine skiing and snowboarding. Cross country equipment (skis, boots and poles) is provided by the school.

There is a fee for all students for the snowsports program. Parents will be advised of the cost during Term 2. The payment is due in advance, or at the latest on the first day of Term 3.

The snowsports program culminates with students from Years 3 to 6 being given the opportunity to participate in the Victorian Interschool Snowsports Championships, scheduled to be held at Mount Buller in August. Teams and individuals who qualify are then eligible to compete in the Australian Championships in September. Details of these events are still to be confirmed. In past years Falls Creek Primary School has been extremely successful in these competitions.

Swimming

During summer, students participate in a swimming program at Mt Beauty Swimming Pool. They have lessons from AustSwim instructors and are supervised by the teachers from Falls Creek Primary School.

The program culminates in a swimming carnival held in late February or early March. The carnival is organised by Mount Beauty Primary School and includes students in Year 3 and above from Mount Beauty, Tawonga, Dederang and Falls Creek Primary.

GENERAL INFORMATION

Acceptable Use of Digital Technology

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media or apps such as ABCkids or Club Penguin.

Falls Creek Primary School has established an Digital Technologies Policy that provides teachers, students and parents with guidelines and instructions for the appropriate use of digital technology during school hours and at home.

The Acceptable Use Policy for Digital Technology also applies to students during school excursions, camps and extra-curricular activities.

The school's [Digital Technologies Policy](#) can be found in the policies section of the school website.

Attendance

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day. Missing school can have a major impact on a child's future – a student missing one day a fortnight will miss four full weeks by the end of the year. By Year 10 they'll have missed more than a year of school. There is no safe number of days for missing school – each day a student missed puts them behind, and can affect their educational outcomes.

All parents have an obligation under the *Education and Training Reform Act 2006* to ensure their child attends school at all times. In line with the Government's commitment to enforce the compulsory attendance laws, the school is now required to differentiate between Parent Choice School Approved absences and Parent Choice Unauthorised absences. Parent approval of a student's absence does not necessarily mean that the parent has a reasonable excuse in terms of meeting their obligations under the Act.

Coming to school every day is vital, but if for any reason your child must miss school, there are things we can do together to ensure they don't fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.
- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible. Written notification, giving the reason, is required if your child will be absent from school. Forms are available from the school office to make it simpler to write a note.

From 1 March 2014, new laws mean that parents can be fined for not sending students to school without an acceptable reason.

From the end of Term 2 2018, all Victorian government schools are required to contact parents/carers as soon as practicable on the same day of an unexplained student absence. If your

child is absent on a particular day and you have not contacted the school to explain why, the absence will be marked as unexplained.

If your child is sick or absent, you are required to notify the school as soon as possible **on the day of absence, or if possible in advance for a planned absence**, using one of the following methods:

1. **Telephone** the school office on **03 5758 3311** and let the staff know your child's name, class, date of absences and reason.
2. **Email** the school in advance at falls.creek.ps@edumail.vic.gov.au and provide your child's name, class, date of absences and reason.

Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility.

The school's Attendance Policy can be found on the [Policies](#) page of the school website.

Bullying and harassment

Falls Creek Primary School is committed to providing a safe and respectful teaching and learning environment where bullying and harassment are not tolerated. Falls Creek Primary School believes that all students have the right to learn in a school environment in which they feel safe and secure.

This [Bullying Prevention Policy](#) should be read in conjunction with the Falls Creek Primary School Student Engagement and Inclusion Policy.

Bushfire At-Risk Register

Falls Creek Primary School is listed on the Bushfire At-Risk Register (BARR) for the summer fire season. Schools on the BARR must close where a Code Red Fire Danger Rating day has been determined in our Bureau of Meteorology district by the Emergency Management Commissioner. Code Red days signify the worst conditions for grassfires and bushfires.

The Regional Office wherever possible will provide schools with four to seven days' notice of a planned Code Red day closure and confirm the final decision to close a school no later than 1:00pm the day before the planned Code Red day closure.

Once the final decision to close is confirmed, this decision will not change – regardless of any changes in the weather forecast.

The school has an Emergency Management Plan, a copy of which is available in the school office.

If you have any questions or wish to provide input into our emergency planning, please feel free to contact our office.

Camps, Sports and Excursions Fund (CSEF)

The Victorian Government has introduced the Camps, Sports and Excursions Fund to ensure that no students will miss out on the opportunity to join their classmates for important, educational and fun activities. It will assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance is paid to the school to use towards expenses relating to camps,

excursions, or sporting activities for the benefit of your child. The annual amount per primary school student is \$125.

Contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef. The application form should be lodged at the school before the end of February.

Child Safe Standards

Falls Creek Primary School is committed to the safety, participation and empowerment of all children. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with robust policies and procedures.

Our [Child Safe Policy, Child Safety Code of Conduct and Child Safe Process for Responding to and Reporting Incidents](#) can be found on the school website.

Duty of Care

Duty of Care is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our school has developed policies and procedures to manage common risks in the school environment. Our [Duty of Care](#) and related policies can be found on the school website.

Equal Opportunity Policy

As an equal opportunity employer, the Department is committed to providing safe, inclusive and respectful workplaces, which are free from discrimination and harassment. Equal opportunity means that every person can participate freely and equally in areas of public life such as in the workplace, in education, or in accessing goods and services. Discrimination is treating, or proposing to treat, someone unfavourably or bullying them because of a personal characteristic protected by law.

Equal opportunity law aims to promote everyone's right to equal opportunities; eliminate, as far as possible, discrimination, sexual harassment and victimisation; and provide redress for people whose rights have been breached.

The Department's Equal Opportunity and Anti-discrimination Policy sets out the rights and responsibilities of employees and the Department in relation to equal opportunity. All Department employees are required to comply with the legislation and the Department's policy. The policy also applies to all school council employees, contractors and volunteers.

Further information and the policy can be found on HRWeb at https://www.education.vic.gov.au/hrweb/divequity/Pages/default_eeo.aspx

Excursions

Excursions are organised by the school on an occasional basis. Details of any excursions will be advised in the school newsletter.

It is a Department of Education and Training requirement that written approval from parents is obtained for all excursions. It is therefore essential that permission forms and medical forms are completed and returned to the school in a timely manner. Prompt payment of any excursion fees would be appreciated to avoid the need to follow up outstanding fees. Money sent to school should be in an envelope and clearly labelled with the name of the child, amount and what the money is for.

The school's [Excursion and Camps Policy and Procedures](#) and [Incursion and External Providers Policy](#) can be found in the policies section of the school website.

Homework

Homework helps children by supporting classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

You can help your child establish a homework routine in a number of ways, such as finding a regular time to read together. It is important that children enjoy reading and that they receive regular encouragement from home. Read together, talk about the book, encourage and show an interest in reading.

In Prep, homework mainly consists of daily reading. Children in grades 1 to 6 will also receive weekly spelling words to practice at home and grades 3 to 6 receive a weekly maths worksheet which provides revision of the maths topics covered at school in the previous week. Spelling words and maths homework are given out on Mondays. Spelling words are tested on Friday mornings and maths homework sheets need to be returned to teachers by Friday morning.

The school's [Homework Policy](#) can be found on the school website.

Inclusion and Diversity

Falls Creek Primary School is committed to making sure every member of our school community, regardless of their background or personal attributes, is treated with respect and dignity. Falls Creek Primary School strives to provide a safe, inclusive and supportive school environment for all students and members of our school community.

The school's [Inclusion and Diversity Policy](#) can be found on the policies page of the school website.

Lunch

Children need to bring enough food/drink for morning recess and lunch. Please note that due to the increase in student numbers in recent years, children should bring food that does not require preparation or heating. Due to safety concerns and time constraints, students will not be able to use the sandwich toaster, kettle, oven or microwave to prepare their lunches during the winter term.

Healthy eating has a long-lasting and positive impact on a child's growth, development and health. It will maximise his or her concentration and ability to learn.

Foods eaten at school contribute significantly to your child's daily nutrient intake and also have a considerable influence on the development of their eating habits, growth patterns and energy levels. Good lunch ideas include:

- Sandwiches or pita bread with cheese, lean meat, or salad
- Cheese slices, dry biscuits with spread and fresh fruit
- Washed and cut-up raw vegetables or fresh fruits
- Water bottles, or Tetra Pak of milk

Highly processed, sugary, fatty and salty foods should make up only a very small part of your child's diet. Foods to limit in school lunches include:

- Processed meats such as salami, pressed chicken and Strasbourg
- Chips, sweet biscuits, and muesli and breakfast bars
- Fruit bars and straps
- Cordials, juices containing sugar, and soft drinks

Please let the Principal know if your child is allergic to certain foods.

Mobile Phones

On 26 June 2019, the Minister for Education, the Hon. James Merlino MP, announced a new mobile phone policy for every government school in Victoria.

The new mobile phone policy comes into effect from Term 1, 2020, and requires that students who choose to bring mobile phones to school must have them switched off and securely put away during school hours.

The decision to provide a mobile phone to their children should be made by parents or guardians. Parents should be aware if their child takes a mobile phone onto school premises.

Mobile phones must be switched off and handed to the classroom teacher for secure storage during school hours. Parents should be reminded that in cases of emergency, the school office remains the vital and appropriate point of contact. During school hours, including recess and lunch breaks, students are not permitted to make calls or to send text messages. Parents may leave voice or text messages for students to receive at the end of the school day.

Please refer to the [Mobile Phones Policy](#) and the [Digital Technologies Policy](#).

Money sent to school

All monies sent to school should be in an envelope or bag and labelled with the name of the child, amount and reason for sending it to school.

Newsletter

A newsletter is normally produced fortnightly, on Thursdays. Due to the nature of the school program, not all students are in the school building in the afternoons to be given the newsletter. Therefore, the default method of distributing newsletters is by email. Subject to your access to the internet, this is the best way to guarantee receiving the newsletter regularly and on time. This also helps to minimise the school's impact on the environment. If email is not convenient, please contact the school office to request that a hard copy be sent home with your child. Spare copies of forms needing to be completed and returned to school are available in the office for those who are unable to print them at home.

Parent Concerns and Complaints

Although every effort is made to achieve harmony between all connected with the school, occasionally parents may wish to raise concerns. Information to assist parents who want to raise a concern or make a complaint that is related to their child's education or school can be found at <https://www.education.vic.gov.au/parents/going-to-school/Pages/school-complaints.aspx>. Falls Creek Primary School also has the school's [Parent Concerns and Complaints Policy](#) on the school website.

Parent Payments Policy

School councils are able to request payments or contributions for education items and services from parents and guardians for students in Victorian government schools in the three categories – essential student learning items, optional education items and voluntary financial contributions. As the quality and variety of educational programs offered by our school are enhanced by doing so, our School Council currently requests payment from parents for certain educational items and services.

Details of payments for essential student learning items, such as numeracy and literacy resources, will be advised to families no later than six weeks prior to the end of the previous year.

Costs for camps and excursions, and the snowsports program will be advised to parent as soon as possible once details are finalised.

Information regarding Parent Payments and support for families experiencing financial difficulties is available in the [Parent Payments Policy](#) which may be found on the school website.

Personal goods brought to school

Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises.

Falls Creek Primary School and the Department of Education and Training do not hold insurance for personal property brought to school and it has no capacity to pay for any loss or damage to such property.

Parents and students need to be aware of this and should avoid bringing any unnecessary or particularly valuable items to school.

The school's [Personal Property Policy](#) can be found on the school website.

Photographing, Filming and Recording Policy

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and to display in the school.

Each year we will distribute the policy to parents and ask that they complete, sign and return the Annual Consent Form and Collection Notice.

We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (eg concerts, sports events etc) do so in a respectful and safe manner and that any photos, video or recordings (“images”) of students are not publicly posted (eg to a social media account) without the permission of the relevant parent/carer.

The school’s [Photographing, Filming and Recording Policy](#) can be found on the school website.

Prep timetable

In line with other Cluster primary schools we introduce our Prep students to school gently to ensure that they don’t get too exhausted. Preps will attend school 9am to 3pm on Mondays, Tuesdays, Thursdays and Fridays and will have **Wednesdays off** until the week after the March long weekend.

Privacy

The Department of Education and Training and Falls Creek Primary School value the privacy of every person and are committed to protecting information that the school collects.

All staff, contractors and volunteers at our school must comply with Victorian privacy law and the Department’s [Schools’ Privacy Policy](#). Please refer to this policy and to the Privacy Information for parents, guardians and carers at primary schools document which can be found as Appendix A at the end of this document.

Professional Practice Days

In the Education State, we achieve excellence by consistently focusing on improving the achievements of learners across Victoria, whether it is through improving the quality of educational services or changing the way we teach.

The most important thing we can do to improve student outcomes is to develop and improve the skills of our teachers.

The Victorian Government will continue to provide opportunities to develop professional, passionate teachers and principals and equip them with the right knowledge and skills to meet the needs of their students.

To ensure we support the learning and development of not only our students, but our teachers too, we are committed to providing professional development opportunities for our teacher workforce.

Teachers will spend four days per year further developing their skills in areas that are aligned to the school priorities. Students will directly benefit from these improvements in their daily learning.

On these days, an alternate teacher will be provided with the learning plan for the day and be well equipped to assist your child with their learning needs.

We are scheduling the professional practice days ahead of time so there is minimal impact on students and, where possible, there is consistency in teaching.

If you have any questions, please contact the School Principal, Helen Whittaker.

Punctuality

To maximise the learning opportunities of children at the school, it is important that they arrive at school with ample time to be ready for class to start at 9.00am. If your child will be late please ring the school.

Teachers will endeavour to have classes finish punctually so as not to inconvenience parents who are waiting to collect their children.

School Council

The School Council is the official management body of the school, with responsibility for finance, facilities, ancillary staffing and educational policy. The Council comprises five parent members and the Principal as an ex-officio member.

Two Council meetings are held each term. They are open meetings and interested parents are welcome to attend. School Council elections are held in March each year.

School Strategic Plan

The school strategic plan sets out the school's strategic direction for a four year period, including the school's vision, values and environmental context, as well as goals, improvement priorities and key improvement strategies in the four student outcome areas:

- Professional Leadership
- Positive Climate for Learning
- Excellence in Teaching and Learning
- Community Engagement in Learning

The Falls Creek Primary [School Strategic Plan](#) is available from the school website.

Student accident insurance and ambulance cover

The Department of Education and Training and Falls Creek Primary School do not provide personal accident insurance or ambulance cover for students. Parents and guardians, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance/ transport costs.

Student accident insurance policies are available from some commercial insurers. The Department and the school cannot advise parents/guardians on whether to purchase a student accident policy or which policy to purchase. It is recommended that you seek assistance in this matter with your insurance broker or find a suitable personal accident insurer in the Yellow Pages or online.

Student-free days

In 2020, Falls Creek Primary School will have four student-free days for report writing, professional development and staff planning:

- Tuesday 28th January is a preparation day for teachers.
- Three additional dates are still to be set. These will be advised in the school newsletter.

Student health

A medical form is sent home at the beginning of each year. This is kept on file for the year. If there are any changes to your child's health, please contact the office for a new form.

It is essential that full details of any disabilities such as hearing, sight or speech problems, allergies or other conditions are known to the school.

If your child is asthmatic, please have your doctor complete an asthma management plan which will be kept on file at the school.

When enrolling a child in primary school, or transferring between schools, parents need to provide their child's immunisation certificate. Children who are not immunised can still attend school. However, if an outbreak of an infectious disease occurs at the school they will be sent home until the danger has passed.

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. If your child has anaphylaxis you must provide an ASCIA Emergency Action Plan signed by your doctor (forms available from www.education.vic.gov.au/anaphylaxis/) to the school and your child's EpiPen.

If your child has been diagnosed with **asthma**, you must provide the school with an Asthma Care Plan which has been completed by the student's medical practitioner.

Children in Prep receive a health assessment from a school nurse. Prior to the nurse's visit, parents will receive a School Entrant Health Questionnaire. All information provided is confidential. Due to the school's low Prep enrolment, Falls Creek students sometimes see the nurse at Tawonga Primary School.

If your child has head lice, he or she may come to school the day following the commencement of treatment. Please let the class teacher know, so that school families can be advised of an outbreak.

In the case of some infectious diseases, a child must be excluded from school. Further information is available from the school office.

Medication for your child should be clearly labelled with the child's name, the correct dosage required and when it is to be administered. It is the responsibility of the child's teacher to give him/her medication whilst at school. If you have any queries or concerns with the administration of medication, please speak to the Principal. Under no circumstances will medication be administered without written direction from you, the parent or guardian of the child.

It is advisable not to send children to school if they are unwell. Apart from the possible spread of the illness, it is unfair to the child, teacher and classmates to send a child along if he or she is unwell. Children who are sick or not fully recovered from an illness are unlikely to be receptive to learning activities and are better off at home.

The school's [Administration of Medication Policy](#), [Anaphylaxis Policy](#), [Asthma Policy](#), [First Aid Policy](#), and [Health Care Needs Policy](#) are available on the website.

Student reports

Formal student reports are sent home at the end of Terms 2 and 4. An informal report to winter parents is also done at the end of Term 3 so that parents of winter students are informed of their children's progress. If parents wish to have an interview with their child's teacher, they are welcome to contact the teacher to organise a time.

Communication between parents and teachers is essential to your child's progress and happiness at school.

If you have any concerns or queries regarding your child, whether it be at report time or not, please contact the teacher. The best times to ring a teacher are during recess or lunch times or after school. Please try to avoid contacting teachers during lesson times.

Student supplies

The school provides most of the children's stationery at no cost to the families. However, it is much appreciated if parents of winter students could provide their children with basic supplies such as pens, pencils, coloured pencils, erasers and rulers.

The school charges school families for a selection of literacy and numeracy workbooks, Mathematics subscriptions and photocopied resources that are considered essential to the standard curriculum. See the Parent Payments section above.

Student wellbeing and engagement

Helping children to learn effectively and develop positive attitudes and behaviours are goals shared by the school community, teachers and parents. The school has a duty of care to provide a safe, secure and supportive environment for all children. The teachers are required to supervise children in both the classroom and school grounds. The school will provide staff supervision for students arriving at school between 8:45am and 9:00am. The school will provide staff supervision for students for 15 minutes after the scheduled school finishing time.

The school has developed a Student Engagement and Wellbeing Policy which outlines the expectations, rights and responsibilities of the Principal, staff, students and parents/carers, including how conflicts and disputes will be resolved. It details strategies to promote care, tolerance, courtesy and mutual respect.

The [Student Wellbeing and Engagement Policy](#) can be accessed on the school website.

SunSmart

Falls Creek Primary School has a SunSmart policy. This requires all students and staff to wear a broad-brimmed hat outdoors during Terms 1 and 4. Children should also use sunscreen and wear appropriate SunSmart clothing.

Sunscreen and sunglasses or goggles are essential during Term 3 for the snowsport program.

Sunscreen is provided at school and children are encouraged to use it at play times and during physical education and sport.

Our [SunSmart policy](#) can be accessed from the policies page of the school website.

Uniform

Due to the transient nature of the Falls Creek community the school does not have a school uniform. Students should wear clothing appropriate to the environment and be mindful of SunSmart guidelines. Sensible footwear is required. Thongs and 'crocs' are not appropriate.

During winter, children need to bring slippers, runners or similar to change into. Ski or snow boots should not be worn past the entry foyer. Children should wear warm comfortable layers underneath their ski suits. Hanging space is provided for their wet weather gear. Specific clothing requirements for the snowsport program are sent home prior to the commencement of the program.

Please ensure that items of clothing and shoes, including ski gear and boots, are labelled with your child's name. Unclaimed items will be sent to the Op Shop at the end of each term. Winter families are encouraged to check they have all of their child's property before leaving at the end of the winter term. The school has a [Student Dress Code](#) which can be found on the school website.

Volunteers

Volunteers are encouraged to partake in school activities, including giving assistance with transport and supervision on school camps and excursions.

Volunteers assisting at school and with school camps and excursions are required to provide a satisfactory Working with Children check prior to their participation. If a volunteer's occupation exempts them from the requirement to have a WWC check, e.g. police officers and teachers, they must provide evidence to support their claim to an exemption. To minimise risk to students and improve the school's Child Safe practices, School Council has determined that parents who volunteer in activities in which their child is participating will **not** be exempt from obtaining a WWC Check. The Volunteer Working with Children Check application form can be found at:

<http://www.workingwithchildren.vic.gov.au/>

All school volunteers are expected to understand and abide by the [Child Safe Policy, Child Safety Code of Conduct and Child Safe Process for Responding to and Reporting Incidents](#).

The school's [Volunteers Policy](#) can be found on the school website.

Appendix A:

PRIMARY SCHOOL PRIVACY INFORMATION for parents, guardians and carers

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the school nurse, primary welfare officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents, guardians and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to collect and manage information about your child. When our school uses these online tools, we take steps to ensure that your child's information is secure. These online tools enable our school to efficiently and effectively manage important information about your child and also to communicate with you. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy at:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.