

CANTERBURY PRIMARY SCHOOL



PARENT HANDBOOK

2018

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www.canterburyps.vic.edu.au

Principal: Mr David Wells

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For further information, please visit the school's website

www.canterburyps.vic.edu.au



THE SCHOOL

VISION

To create a passionate learning community that inspires, challenges and supports all students to achieve their personal best and make a positive contribution to the world in which they live.

VALUES

Our values guide the decisions and behaviours of all members of our school community.

Respect - for ourselves and others Caring for, understanding, accepting and appreciating ourselves and others.

Responsibility Demonstrating ownership of our actions and words.
Being accountable for our actions.

Integrity Being honest, sincere and trustworthy.

Resilience Bouncing back from difficulties and disappointments.
Accepting challenges, trying hard and not giving up easily.

CONTEXT

Canterbury Primary School is a dynamic school, with high levels of student, parent and community engagement and participation. The school has a strong student-centred pedagogical approach with an emphasis on student voice and agency, and genuine, contextualised learning opportunities. A school developed 'Pedagogical Principles' model informs planning and teaching approaches to improve student engagement and achievement. Innovative use of digital technologies is evident across the school. Coding, creative problem solving and an evolving 'Maker Culture' support high levels of autonomy and choice in learning. Local and global partnerships enhance opportunities for students to make connections and profile their learning.

STUDENTS

Class groups are generally formed on a single level basis, although throughout each day multi-age classes are formed to meet specific learning needs. In forming class groups consideration is given to the placement of each child. The aim is to provide the best possible educational and social environment for each child. Consideration must also be given to the representation of a full range of abilities across classes, class balance (gender, personality etc.) and the social compatibility of students (it is vital that students are given the opportunity to make new friends and acquaintances at each level. In working through this process, we are guided by School Council's *Formation of Classes Policy*, a copy of which is available upon request from the office.

STAFF

The number of staff is primarily determined by the number of students attending the school. The school has a Leadership Team of Principal, Assistant Principal and two leading teachers, a teaching staff of approximately 40, six teacher aides, two technical assistants, two business managers, two administrative assistants and a part-time first aid attendant.

PARENTS

Parent participation in and contribution to the life of the school is vital. A dynamic school community depends heavily on an active, involved and loyal parent body. At Canterbury, parents assist in many ways in the classroom, at working bees, on camps and excursions or in preparation and repair of materials and equipment. Other parents choose to be involved in the School Council and its various committees and working parties, or in the Canterbury Parents Association. See Appendix 2.

Volunteer workers undertaking school work on the school grounds on behalf of and with the approval of the School Council or Principal are indemnified as to their personal liability in similar terms to teachers.

Volunteer parents who help out at school camps, on excursions or who host international students, are required to obtain a Working with Children check.

Registers for Visitors (including Voluntary Helpers) and (those holding) Working With Children checks are maintained.

SCHOOL COUNCIL

School Council comprises 15 members (10 parents and 5 staff) and is responsible for the administration of school funds and supervising the use and upkeep of school buildings and grounds, determining the general educational policies of the school within DET guidelines, and increasing and strengthening the relationship between the school and its community. Members are elected for two year terms.

Council usually meets twice per term during the school year. Meetings are open to all members of the school community. Council operates mainly on a committee basis. School Council determines sub committees annually. Current committees are:

- Finance
- Education
- Buildings and Grounds
- Art Show
- Innovation and Learning
- Fair
- Community Engagement

As parents, your involvement in any of Council's committees is encouraged. See the Principal for further details.

CANTERBURY PARENTS ASSOCIATION

The Canterbury Parents Association plays an important role in the life of the school. Its aim is to help strengthen the links between home and school, to assist the staff and School Council in the smooth running of the school and to provide a means for parents to get to know each other. This association also raises funds to assist the operations of the school and the continued improvement of equipment and facilities.

The Association's activities are organised by a committee which meets regularly. These are open meetings at which any parent of the school is welcome. The Association works in close consultation with School Council and staff.

PARENT CO-ORDINATORS

A Parent Co-ordinator is appointed for each class in consultation with the class teacher. Parents are invited to express interest in being the Parent Co-ordinator for their child's class early in Term 1. If there are a number of parents willing to be involved, assistant co-ordinators may be appointed.

The Parent Co-ordinator is responsible for undertaking or delegating the following tasks:

- arranging a class or year level social function once a term to enable parents to become acquainted with each other
- arranging help in the classroom as requested by the class teacher, assistance with excursions and other appropriate activities
- maintaining the year level directory
- arranging support at working bees [e.g. barbeque]
- providing a communication link between parents and the school
- distributing information to the class as required
- welcoming new parents to the school community

SCHOOL PROGRAMS

The school's curriculum is based on Victorian Curriculum and is determined by the Victorian Curriculum and Assessment Authority.

Curriculum programs are provided through a mix of classroom and specialist teaching, and strongly supported by a well-equipped library, art and music rooms, and extensive resources and digital equipment.

We recognise the diversity of children's interests and abilities as well as individual learning needs and cater for these through a range of co-curricular programs:

- Perceptual Motor Program (PMP)
- Swimming
- Camping
- Bike Education
- Curriculum linked excursions
- Student Led Action teams
- Inter-school Sport
- School Choirs and Orchestra
- Access to Instrumental Music Tuition
- Prep – Year 6 Learning Support
- School Productions
- Maker Space and Kitchen

All students access specialist classes for at least one 45 minute session per week with additional activities offered as appropriate.

LIBRARY

The school has a well-resourced library where students can borrow books, research, and find a quiet space to read. Students in Prep-Year 6 have a timetabled session where they can borrow. The Library is also open during lunchtimes on Monday & Friday.

The Library is supported by a part-time library technician as well as a number of dedicated volunteers.

Music

A full time specialist music teacher provides regular sessions for all classes. The program provides a variety of aural, visual and movement activities with opportunities given for creating, rehearsing and performing music. Students have access to a varied and exciting range of tuned and non-tuned instruments which are used throughout the program. Students learn to use instruments with confidence and skill in their accompaniment and creative activities. The school has a junior choir which rehearse during school hours. The school also has an orchestra which rehearses before school on a weekly basis and performs to a wide variety of audiences.

Independently run after school music programs, for which additional tuition fees are payable, offer lessons in flute, bassoon, clarinet, trumpet, oboe, trombone, guitar, drums, saxophone, flute, keyboard and other instruments as required. External providers offer these classes and they should be contacted directly for further information: James Horsman on 0432 891 196 or Creative Music for Schools 9818 2333.

VISUAL ART

Two part-time specialist Art teachers provide regular sessions for all classes. The essential components of the Art program are:

- creating and making
- exploring and responding

The seven main areas of the Art program are: painting, drawing, clay modelling, print making, threads and textiles, construction and collage (with a balance provided between two and three dimensional activities). These areas are taken individually or combined with the students working at a level appropriate to their needs.

PHYSICAL EDUCATION (P.E.)

Weekly Physical Education sessions are provided for all students. Sessions incorporate:

- **Bike-Education:** The Bike Education program, conducted over ten weeks, is offered at Year 5. This course covers practical riding skills, road laws and bike mechanics. Students participate in on-road activities as part of the program. As a conclusion to the Bike-Education program, students take part in two long bike rides, one on the Year 5 camp and the other in the local area.
- **Class teachers present a skill-based program designed by and reinforcing the work of the physical education teacher.**
- **Sport:** Sport is taken from Years 3 - 6. Years 3 and 4 concentrate on the skills aspects of several sports (cricket, netball, T-ball, softball, etc.) while in Years 5 and 6 the skills are applied in these major games.
- **Inter-School and Social Sport:** Year 6 students participate in District Inter-school Sport, providing opportunities to compete in a range of sports during terms 1 and 2. Year 5 students compete in Social Sport which is an introduction to Inter-school sport.
- **House Carnivals:** Years 3 - 6 students participate in cross country, athletics and swimming house carnivals throughout the year.
- **Swimming:** Year 3 students participate in a swimming program which covers stroke development, water safety and survival skills.
- **Water Familiarisation:** Prep, Year 1 and Year 2 students are offered a water familiarisation program every year in December.
- **Extra-curricular Sport:** Students in Years 5 and 6 have opportunities to participate in extra-curricular sporting activities throughout the year.

MANDARIN

Specialist Mandarin teachers, provide regular sessions for all classes. Every class will have at least 90 minutes of Mandarin per week.

In Mandarin, the emphasis is on listening and communicating using the language. Students learn to communicate about a range of topics related to their interests. The culture of China is integrated into the topic being learned to ensure that the language is taught in the context of the country and its people.

DIGITAL TECHNOLOGIES

Students have access to various digital tools such as iPads, laptops and interactive whiteboards. A BYOD program is offered to students in Years 3-6. All students must have a signed, current ICT usage agreement in order to gain access to the school's network and computer equipment. The use of ICT as a learning tool is incorporated into purposefully into lessons with students able to access and present information in a variety of ways.

LEARNING SUPPORT PROGRAM

Additional support is provided either in the classroom or in a withdrawal situation in small groups. This program is offered to students deemed to have additional learning needs by the learning support staff in consultation with classroom teachers.

INTEGRATION OF STUDENTS WITH DISABILITIES

The Integration Program aims to increase and maintain the participation and achievements of students with disabilities in the school's educational program.

CAMPS

Students in Years 3, 4, 5 and 6 attend a school camp and students in Year 2 participate in a school sleepover. The camping program teaches students to explore new environments, and help build skills in organisation and independence as well as develop

co-operative abilities and further apply skills and understanding learnt at school. The 2018 camping program is as follows:

| YEAR | CAMP | DATES | LEARNING |
|--------|--------------------------------|---------------------------------------|--|
| Year 6 | Alexandra Adventure | 18-22 June (5 days- 4 nights) | Outdoor Education |
| Year 5 | Weekaway (near Lancefield) | 11-14 December (4 days – 3 nights) | Bike Education Student Leadership |
| Year 4 | The Island (Phillip Island) | 14-16 May (3 days – 2 nights) | Outdoor Education |
| Year 3 | Arrabri (Warburton) | 1-3 August (3 days – 2 nights) | Outdoor Education First camp |
| Year 2 | Sleepover at school | Term 4 TBC | First stay with school group away from home/parents |

EXCURSIONS & INCURSIONS

The excursion program takes the students out of the school and into the community where appropriate and the Incursion program brings significant guests and performances into the school. Excursions are planned to coincide with class activities and to enhance the class program. Excursions motivate students to participate in and gain from a variety of learning experiences. Parents are advised of excursions well in advance and a letter of consent is sent home with an approval slip to sign and return. Students without approval or payment will not be permitted to participate. Except in extraordinary circumstances, parents will not be contacted on the morning of an excursion if written authorisation has not been received. General parent authorisation is required for walking excursions in the school neighbourhood at the beginning of the year. Excursion costs are included in the Parent Financial Contribution schedule and are paid at the beginning of the year.

STUDENT HEALTH AND WELLBEING

ABSENCES

If your child is absent from school, **please log their absence on Compass as soon as possible** on the day, and prior to 9.40am, to advise the class teacher. If your child has a highly contagious disease (e.g. Chickenpox, School Sores or Slap Cheek) please advise the office by phone.

ANAPHYLAXIS

We have a significant and increasing number of students who can suffer anaphylaxis, a severe and potentially life-threatening allergic reaction, if exposed to allergens. Since 2008, parents are required by law to inform schools of their children's allergies. All schools are legally required to implement strategies to prevent these students' exposure to allergens.

Allergens can include eggs, peanuts, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat and other grasses, soy, certain insect stings and medications.

It is critical that the school community understands that touching or ingesting these allergens is life-threatening for some of our students. Shared food and food brought from home can unwittingly pose a severe risk. Your understanding is requested, especially if your child's class teacher asks that certain foods or allergens are not brought into classrooms, in your child's lunch.

CHILD SAFETY

Schools have a key responsibility in the prevention and reporting of child abuse and neglect. Teachers and principals are mandated to report physical and psychological harm which results from abuse or neglect, and sexual abuse, to the Department of Human Services and in some cases the police. All teachers are familiar with their mandatory reporting obligations and it is crucial for parents, guardians and other adults involved with the school to speak up if they are concerned about a child's welfare. If you have any concerns about a child at school please speak to the Principal or Assistant Principal immediately.

Staff use the Mandatory Reporting Flow Chart (see this [link](#)) as a quick reference resource to help guide them through forming a belief and making a report. Please familiarise yourself with this flow chart to help protect the children in our school community. Students are also made aware of processes to empower them to speak up when they have concerns. Students are referred to a flow chart developed specifically for students to assist them to speak up when they have concerns about another student at school (see this [link](#)). Canterbury Primary School now requires all people who engage in child related work with the students of the school such as teachers, external providers and parent helpers are required to read and agree to the Child Safety Code of Conduct (see Appendix 6) prior to completing this work. This is built into the Compass Kiosk sign-in procedure for people onsite (e.g. volunteers and parent helpers).

You can find further information, including the Child Safe Statement of Commitment and Student Engagement and Wellbeing Policy on the school's website via this [link](#).

CONFIDENTIAL STUDENT INFORMATION

It is important that this information is kept current. Please advise the school immediately if your circumstances change (e.g. work, phone, address, home arrangements etc.) Please ensure that the person you nominate as your emergency contact is able to come to the school in the case of illness or accident when neither parent is available.

EDUCATIONAL PSYCHOLOGIST

An educational psychologist visits the school regularly and provides a range of services to students and their families. For further information contact Matthew Forrest.

FIRST AID AND ILLNESS

The First Aid Room is located next to the school office. The school employs a First Aid Attendant during the morning recess and lunch breaks each day. Parents are contacted immediately in the event of a serious accident, illness (specifically vomiting) or head injury and are advised of any treatment administered. Parents will be contacted and requested to collect their child if the first aid staff believe that he/she is not well enough to remain at school. The first aid program is not able to provide treatment for a pre-existing illness or condition. If your child is unwell he/she should not attend school.

Please ensure that your emergency contact details provided to the school are kept current so that we are able to contact you in the event of an emergency.

FOOD AT SCHOOL

DET actively promotes the concept of healthy food for school children. Parents are requested to support this focus by:

- providing healthy lunch and snacks with minimal processing, fat, sugar and salt

- refrain from providing **any** food for sharing (**including birthday cakes or 'treats'**). Shared food may breach our healthy food guidelines, or cause allergic reactions in students such as anaphylaxis.

Canterbury Primary School promotes rubbish-free snacks and lunches to eliminate wrapping and packaging materials that impact our environment. A 'nude food' concept has been introduced where only unwrapped food should be included in lunch boxes. Parents can support this initiative by providing reusable named containers for all food brought to school.

HEAD LICE (PEDICULOSIS)

Under the *Health [Infectious Diseases] Regulations 2001*, a student with head lice must be excluded from school until the day after appropriate treatment has commenced.

A head lice examination program is provided by School Council and is funded through the First Aid component of the Parent Financial Contribution schedule. School Council strongly believes that, in conjunction with parent education and vigilance at home, head lice screening at school is an important element in any head lice program. The screening program, conducted by the school's first aid attendant, operates on the same basis as that previously offered by the City of Boroondara - class examinations in the event of any reported occurrence of head lice. If the examination reveals that a child has head lice, parents will be notified and the child excluded from school until the day after appropriate treatment has commenced.

Students cannot be examined by our staff without parental authorisation. The involvement of all students is essential for the continuity and effectiveness of this screening program. For information about head lice, see Appendix 2. Please check your child regularly for head lice. If your child has head lice, please notify the teacher immediately so that we can minimise the spread of the infestation.

INFECTIOUS DISEASES

The Department of Human Services specifies periods of exclusion required if a child contracts an infectious disease (see Exclusion Table in Appendix 2).

MEDICAL AND DENTAL SERVICES

The Department of Human Services School Nursing Program offers a range of health related services to students and their families. These include Prep health assessments, referrals and advice regarding illnesses, child safety and immunisation information. Information regarding visits by the school nurse is provided through the newsletter. For more information the Department of Human Services can be contacted on 9096 8653.

MEDICATION AND SPECIAL HEALTH NEEDS

If a child needs medication during the day, it is preferable that parents come to the school to administer it. If this is impossible, first aid staff will administer the medication only if you write a note and clearly label the medication with the child's name, dosage and the time it is to be given. Medication must be handed to the office and then passed on to the first aid staff. Medication must not be left in bags or lunch boxes.

If your child requires medication to control illnesses (such as asthma, epilepsy, diabetes or conditions causing hyperactive behaviour) or allergies, an individual Medication Authorisation Form, copies of which are available from the First Aid Attendant must be completed. A Medication Authorisation Form should provide details of the usual medical treatment needed, the treatment and action needed if the condition deteriorates and details of emergency contacts and doctors. In such cases an additional supply of

medication in a container giving the name of the student and the dosage and any other relevant instructions should be provided to the school. Medication Authorisation Forms must be kept current and be renewed at the beginning of each year.

PHYSICAL SAFETY

Any hazard or risk to health or safety should be reported at the office where it will be recorded immediately in the Maintenance Register. This register is checked regularly and appropriate action is taken to eliminate any such risk. The Principal and a nominated Risk Management Officer co-ordinate an annual audit of the condition of buildings, equipment, grounds and playground equipment.

SCHOOL ENTRY IMMUNISATION CERTIFICATE

Every child who enrolls in primary school must have a School Entry Immunisation Certificate. This certificate gives the school a clear record of every child's vaccination status and helps to ensure that, should a case of infectious disease be discovered in the school, the correct measures are taken. If you have misplaced your copy then you can download another copy from the Medicare website and it will be posted or for further information, contact the City of Boroondara Immunisation Office on 9278 4711.

STUDENT WELLBEING

Should you have any concerns about your child's welfare, happiness or comfort at school, please contact your child's teacher immediately. Student Wellbeing is the responsibility of the Assistant Principal who is available to meet with parents to discuss any concerns. Appendix 3 contains a useful guide called *The School Communication Process* designed to assist speedy resolution of any problems which may occur.

WORKING WITH CHILDREN CHECKS

Only parents with current Working With Children Checks are able to attend excursions and camps. The office maintains an up-to-date register of parents eligible to attend. Working With Children Checks are free (for volunteers) and the application can be started online by following this [link](#). Parents will need to finalise the application by taking required Proof of Identity documents to a participating Australia Post office.

GENERAL INFORMATION

ATTENDANCE REQUIREMENTS

Attendance Times

School attendance is compulsory by law for children over six years of age. Absences are to be logged on Compass by parents as soon as possible. Parents are requested to make sure their children arrive at school between 8.45 and 9.00am.

Regular and full-time attendance at school is vital if a child is to make appropriate educational, social and emotional progress. There is no adequate substitute for daily interaction with class and specialist teachers and peers and therefore worksheets will not be given in a child's absence. The school cannot meet its responsibility to provide a comprehensive and developmental educational program if a student does not attend regularly on a full-time basis. Please do not arrange family holidays during the school term.

Early Dismissal Before Holidays

School will be dismissed at 2.30pm on the last day of Terms 1, 2 and 3 and at 1.30pm on the last day of Term 4.

Late Arrivals and Early Departures

Students are not permitted to leave the school grounds during school hours without the written permission of their parents and in the care of an appropriate adult. Parents wishing to collect their children during school hours must notify the student's class teacher in writing beforehand. Students must be collected from the school office and signed out on the Compass Kiosk at the office. Students arriving late must also be signed in on the Compass Kiosk. Students cannot be sent home alone during school hours.

DET regulations require that any parent wishing to withdraw their child on a regular basis (eg. for private tuition) must seek written approval from the Principal beforehand.

Prep Attendance

Prep students are not required at school on Wednesdays except for their allocated assessment time. From Tuesday 13th March, preps commence school full-time. Prep teachers will use Wednesdays to meet students individually to undertake detailed one-on-one assessment in English and Mathematics. This provides teachers the opportunity to establish each student's learning needs and patterns and to provide appropriate learning programs. Assessment appointments will be arranged early in the school year.

School Day

| | |
|-----------------|--|
| 8.50am | - Coats and bags may be brought inside |
| 9.00am | - School commences |
| 11.00 – 11.30am | - Morning recess |
| 1.00 – 1.10pm | - Supervised lunch eating in the classroom |
| 1.10 – 2.00pm | - Lunch recess |
| 3.30pm | - Dismissal |

2018 Term Dates for Students

| | |
|--------|---|
| Term 1 | Monday 29 th January – Thursday 29 th March (2.30pm finish on last day) |
| Term 2 | Monday 16 th April – Friday 29 th June (2.30pm finish on last day) |
| Term 3 | Monday 16 th July – Friday 21 st September (2.30pm finish on last day) |
| Term 4 | Monday 8 th October – Friday 21 st December (1.30pm finish on last day) |

2018 Pupil Free Days

All Victorian Government schools are granted four pupil-free days to enable staff to undertake intensive professional learning and to support the implementation of whole school practices.

Monday 29th January
Tuesday 30th January
Monday 16th April
Friday 8th June

Please note: the Monday prior to Melbourne Cup Day is a normal school day.

STUDENT CODE OF CONDUCT

School rules are kept to a minimum and are designed for students' safety and wellbeing. Students are involved in the process of developing classroom norms. Every effort is made to develop these in a positive manner, based on balancing the rights and responsibilities of the individual with the wellbeing of other members of the school community. Students are at all times encouraged to accept responsibility for their own behaviour. Parents will be contacted in the event of a serious behaviour problem.

COMMUNICATION

Open communication between parents and teachers, home and school is an essential part of an effective and responsive school. If you have a problem or issue regarding the school or your child's education or wellbeing, please approach the school directly. The only way to resolve a problem is to bring it to the school's attention as soon as possible in the appropriate way. Appendix 3 contains a useful guide called *The School Communication Process* designed to assist speedy resolution of any problems which may occur.

Assembly

A school assembly is held at 9.00am each Monday morning in the school gym. Parents are warmly invited to attend.

Compass

Compass is a web-based school management platform. Parents are provided with a family username and password and can log in to access timetable information, student reports, log attendance and book parent/teacher interviews. Please download the Compass app from the appstore or follow this link <https://canterburyps-vic.compass.education> to access it from your computer.

Community Noticeboard

There is a school community noticeboard at the front of the school. The weekly newsletter is posted along with any other announcements or advertisements that may be of interest to parents.

Information Evenings

Information evenings about various subject areas or other topics of interest are held throughout the year. Details are posted on the school website.

Newsletter

The school newsletter is posted on the school's website every Thursday afternoon and a notification (that the newsletter is available) is posted on Compass. The newsletter reports on events, activities, dates and programs and includes contributions from the principal, students, staff, School Council and the Canterbury Parents Association.

Notices

Notices on specific subjects, such as excursions and medical examinations are sent home as necessary.

Parent/Teacher Meetings

Parent Meetings are held in Term 1 and Parent Teacher Interviews are in Term 3. The latter provides a formal opportunity for you to discuss your child's progress with teachers.

You may discuss any aspect of your child's education which is of concern at other times by contacting the teacher to make an appointment. Due to a wide range of commitments immediately before and after school, it is essential that you make prior arrangements to meet with the teacher at a mutually agreeable time when the issue or concern can be addressed properly.

Student Reports

A report on each child's progress is provided at mid-year and again at the end of the year.

Messages for Students

Please ensure that your child is fully aware of all domestic arrangements for the day. While we will endeavour to convey urgent messages to students, we cannot guarantee that all phone messages will be successfully delivered.

Website

The school's website, www.canterburyps.vic.edu.au should be consulted about aspects of school operations.

DOGS

In the interests of safety and hygiene, **dogs are not permitted in the school grounds.** Please secure dogs to the external fences, well away from the school entry points.

EMERGENCY EVACUATION

Emergency evacuation plans are displayed around the school. Students are taught how to evacuate the school promptly and safely in the event of an emergency. Emergency drills are held on a regular basis. Parents in the school at the time of an evacuation must move directly to the school oval and report to the Assistant Principal. In the case of a lockdown, parents are to follow the instructions over the PA and supervising staff.

FUNDRAISING

Fundraising is vital to enable the quality programs, facilities and resources expected by our parents and students to be provided. Both the School Council and the Canterbury Parents Association undertake a range of fundraising activities to enable the school to continue to improve its facilities. Your support for and involvement in fundraising activities is vital to ensure that parent financial contributions can be minimised while still enabling the school to provide a quality and well-resourced education for your child.

HOUSE SYSTEM

The house system has been a tradition at Canterbury Primary School for over ninety years. Names and colours were changed in the early 1950's: Batman (Red), Fawkner (Blue), Flinders (Yellow), Henty (Green). The house system is designed to encourage the development of the school values. Students collect weekly house points in classrooms and houses are awarded a progressive trophy at Monday assemblies.

Students are allocated to a house on enrolment. Siblings are allocated to the same house.

LOST PROPERTY

Lost property is stored in cupboards located outside at the end of the main building, facing the gym. At regular intervals the Canterbury Parents Association gives un-named clothing to charity except for school uniforms in good condition which are washed and then sold through the second-hand uniform store. Please check the lost property cupboard for missing items and make sure that all items of clothing are clearly named.

LUNCH SERVICE AND FOOD SAFETY

School Council has appointed Classroom Cuisine to provide a lunch service to the school. Orders are made online by parents and delivered to the school each day before lunchtime. Classroom Cuisine's website (which has details about the company, instructions about how to order and a full menu with all ingredients listed) is <https://www.classroomcuisine.com.au>.

The school is unable to provide lunches for students who forget to either bring their lunch or place a lunch order.

During warm weather it is especially important to consider the contents of school lunches. If you include food in your child's lunch that is normally refrigerated, you are encouraged to put a frozen container, such as a frozen drink in your child's lunch box. Alternatively use an insulated lunch box or cooler or avoid including food such as yoghurt and ham. It is best to avoid perishable foods which have just been cooked or warmed such as hamburgers or eggs.

In the event that your child forgets their lunch or a lunch order has not been placed, the class teacher will refer to the student lunches form (completed by parents at the beginning of the year).

MEDIA AND STUDENTS

Parental approval is required before students can be photographed by the media. This approval is requested via student consent form which is distributed at the beginning of the school year. For safety and security reasons, the school does not permit a child's family name to be published in the media without explicit parental authority.

MONEY AND VALUABLES

Students are not encouraged to bring money or valuables (jewellery, radios, and electronic toys) to school. Students are permitted to have mobile phones at school for personal safety only if phones are kept secured in school bags and are not removed from bags at any time in the school or the school grounds. Responsibility for phone security rests entirely with students. Private property (including iPads for students in Year 5 & 6) brought to school by students is not insured nor is the school or the DET responsible for any loss or damage. Students risk confiscation of their valuables, including mobile phones if this process is not adhered to.

OFFICE HOURS

The school office is open between 8.30am and 4.30pm. Telephone messages can be left at any time. Voicemail is available outside these hours.

OUTSIDE SCHOOL HOURS CARE PROGRAM

OSHClub operates the Outside School Hours Care Program. This program provides quality child care from 7.00 to 8.45 each morning and from 3.30 to 6.00 each afternoon. A fee is charged for each session. Interesting recreational activities are provided in a caring environment. Students can attend on a regular or casual basis.

Please do not contact the school office to make arrangements for either the before or after school programs. OSHClub's phone number is 8564 9000 or their website address is <https://www.oshclub.com.au>.

PARKING

Two minute drop-off bays are located in Molesworth Street and Leeds Street and parents are encouraged to use them. When using the drop off bays, **do not leave your vehicle**. If you need to come into the school do not use the drop off bays.

Molesworth Street is a one way street, travelling in a southerly direction towards Prospect Hill Road between the hours of 8.15 - 9.15am and 3.00 - 4.00pm. Please observe signs to ensure that children's safety is not jeopardised. The City of Boroondara requests that drivers in Leeds Street only travel in a westerly direction towards Molesworth Street to reduce traffic congestion and to improve the safety of children crossing Leeds Street.

The school precinct is regularly patrolled by City of Boroondara By-Laws Officers who will prosecute offenders. If you have an issue with traffic or parking in the school precinct, contact the City of Boroondara on 9278 4444.

PARENT FINANCIAL CONTRIBUTION SCHEDULE

The 2018 Parent Financial Contribution schedule is payable by Wednesday 28th February.

While the DET provides in excess of 90% of the school's operating costs, its grants are inadequate to meet the cost of all the programs offered at Canterbury. Without your financial support through the School Payment Structure, donations and fundraising, the school could not provide the quality and range of educational programs and resources

that you and the school expect for your child. Should the School Payment Structure present a financial concern please contact the principal to arrange a timed payment plan.

PLAYGROUND SUPERVISION

Students in the playground are supervised by teachers between 8.45am and 3.45pm on each school day. Students who arrive at school prior to 8.45am or remain in the playground after 3.45pm are not supervised. Students who arrive at school before 8.45am and or students not collected by 3.45pm may be placed in the Outside School Hours Care Program. In both cases the regular fees are payable. Should an emergency prevent you collecting your child by 3.45pm, ring the office and we will endeavour to advise your child of the situation and make appropriate arrangements.

The playground is supervised by four teachers during morning and lunch recess breaks. Each teacher carries a two-way radio. They are in contact with each other, the office and the First Aid Room.

PRIVACY

A copy of the school's Privacy Policy which reflects the Information Privacy Act 2000 and the Health Records Act 2001 is included in Appendix 4.

SECURITY

The school grounds are electronically monitored and the school relies heavily on neighbours and school community members to be vigilant about its grounds and facilities. Please report any suspicious activity to police. Access to the school grounds is not permitted outside school hours unless prior arrangements have been made with the principal.

SKATEBOARDS & SCOOTERS

In the interest of student safety and public liability, skateboards, scooters, roller blades and bikes are not permitted to be ridden in the school grounds during school hours.

STUDENT BANKING

Parents are encouraged to open a school bank account for their child as a worthwhile learning experience promoting independence and responsibility. If you wish your child to have a school bank account, please contact the office for the necessary form. Bank books are collected each Tuesday morning.

SUN PROTECTION

Approved SunSmart hats, which are available from the Uniform Shop, must be worn in Terms 1 and 4. It is recommended that students also have a small tube of sunscreen. Teachers remind students to wear their hats and apply sunscreen before going outside. Students not wearing an approved hat must remain in a designated shade area.

UNIFORM

All students are expected to wear the approved school uniform. The Student Dress Code Policy developed by School Council is included in Appendix 5.

The Uniform Shop (located near the Discovery Centre) is open every Friday morning 8.45 - 9.30am. Order Forms are available from the school website. Order forms with correct payment can be left at the office and will be filled by volunteer parents. Parents will be notified when the orders are ready for collection.

VISITORS

All visitors to the school during school time, including parents, must report to the office to register on the Compass Kiosk and obtain an identification slip to be displayed. Students know that people wearing visitor identification may be approached. Please assist us to maximise your child's safety by ensuring that you always register when visiting the school during school hours.

WEBSITE

The school's website, www.canterburyps.vic.edu.au should be consulted about aspects of school operations. The website includes notices, important diary dates, teacher contact details and regular updates about what is happening in your child's classroom and the school community.

WET DAYS AND DAYS OF EXTREME HEAT

On wet days or excessively hot days, students spend part or all of their breaks inside. Dismissal time remains at 3.30pm.

WORKING BEES

Regular working bees are organised by the Buildings and Grounds Committee of School Council. School Council encourages every family to participate in, or support, at least one working bee per year. Please assist School Council to continue to improve the school's grounds and facilities by attending your appropriate working bee.

APPENDICES

APPENDIX 1 - PARENT INVOLVEMENT POLICY

RATIONALE

Canterbury Primary School recognises the need for an effective partnership in education between: (1) parents, guardians and relevant members of the school community who are interested in being involved in activities of the school (“parents and community members”); and (2) the school, teachers and students to enhance learning outcomes for students. The school also recognises and welcomes the need for regular engagement of parents and community members in school activities to further develop a sense of school community.

GOALS

1. To reinforce the partnership between the school and parents and community members in the education of students.
2. To enhance social and educational outcomes for all students.
3. To ensure that the resources of the school and local community are effectively utilised.
4. To foster a sense of pride in the school and the school community.
5. To encourage the engagement of parents and community members in school activities.

IMPLEMENTATION

1. Parent and community member engagement in school activities (including extra curricular activities) and learning programs should be encouraged wherever possible, in accordance with applicable legal requirements and school policies and procedures.
2. Prior to engagement in any activity or program, all parents and community members should be aware of their role and responsibility in the activity, the purpose, scope and desired outcomes of the activity and of the need to maintain confidentiality and to respect the school values.
3. The principal (and/or School Council where appropriate) will ultimately determine when and to what extent parent and community member engagement in school activities is appropriate.
4. Engagement in school activities and learning programs should be under the direction of the appropriate teacher.
5. Parents and guardians should be encouraged and supported in continuing their children's learning at home.

ACHIEVEMENT MEASURES

- Parent Opinion Survey
- Parent and Teacher feedback

STATUS: RATIFIED BY SCHOOL COUNCIL - JUNE, 1993.
REVIEWED AND RATIFIED BY SCHOOL COUNCIL - SEPTEMBER, 1996.
REVIEWED AND RATIFIED BY SCHOOL COUNCIL - MARCH, 1999.
REVIEWED AND RATIFIED BY SCHOOL COUNCIL - JULY, 2004.
REVIEWED AND RATIFIED BY SCHOOL COUNCIL - JUNE, 2011

GUIDELINES FOR PARENT INVOLVEMENT

To be read in conjunction with Parent and Community Member Engagement Policy.

| AREA | TYPE OF INVOLVEMENT | CONTACT PERSON and PROTOCOL/PROCEDURES |
|---|--|---|
| Classroom | Activity Maths, literacy support, group reading, computer assistance, book making and maintenance. | Contact Class Teacher. |
| Learning Resource Centre | Cataloguing, book returns, shelving, book covering. | Contact Library Technician |
| Art Room | Assist with art displays, maintenance of Art room and equipment | Contact Art Teacher. |
| Excursions | Assist teachers and students on excursions. | Contact Parent Co-ordinator. Obtain Working With Children Check. Sign in on Compass Kiosk at the office on excursion day and collect visitor badge. |
| Camps (Years 2, 3, 4, 5 & 6) | Attend and assist teachers on camp. | Principal invites expressions of interest. Obtain Working With Children Check. |
| Sport | Water familiarisation (Prep - Yr 2). Year 3 Swimming program. | Letter sent home by Class Teacher requesting assistance. |
| | Athletic Sports, Cross Country, Junior Sports Sports Day. | Expressions of interest invited by PE Teacher in Newsletter. |
| Bike Education (Year 5) | Assist with practical Bike Education activities. | Letter sent home by Class Teacher requesting assistance. |
| PMP (Prep & Year 1) | Assist with the perceptual motor program. | Return expression of interest to PMP Co-ordinator. |
| Parents Association | Participation in PA activities. Attendance at meetings held twice per term. | Contact PA President. |
| Uniform Shop | Assist with working in the shop on rostered days (Friday) | Contact Catherine McFarlane via the school office. |
| Sick Bay Roster | Wash bed linen. | PA requests volunteers at beginning of year to join roster. |
| Working Bees | Assistance at year level working bees. | Buildings & Grounds Convenor invites parents by letter to participate. |
| School Council and Committees | Become a member of School Council. | Elections are held in February. |
| | Join a Council committee. | Contact School Council President. |
| Parent Co-ordinators | Provide a communication link between parents, teachers and the school. | Parent Co-ordinator convenor requests participation early in the year. Appointment by Parent Co-ordinator Convenor subject to Council ratification. |
| Art Show (Annual) | Participate as a member of the Art Show Committee to assist planning of Art Show. | Art Show convenor invites expressions of interest via Newsletter. |

APPENDIX 2 - INFECTIOUS DISEASES TABLE

Published by the Communicable Diseases Section, Victorian Government Department of Human Services - January 2010
Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 - Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

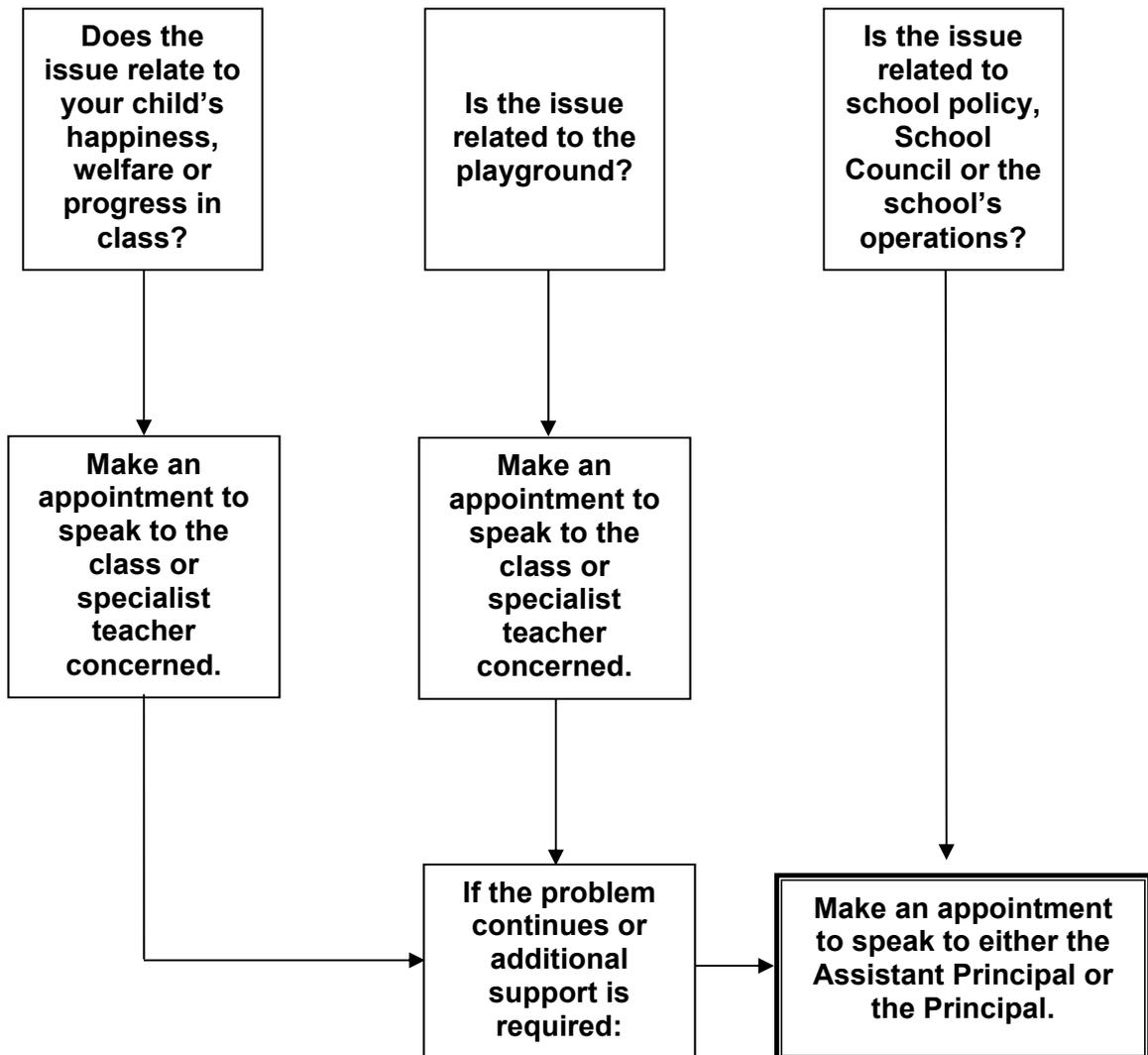
| Conditions | Exclusion of cases | Exclusion of contacts |
|---|---|--|
| Amoebiasis (<i>Entamoeba histolytica</i>) | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Campylobacter | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Chicken pox | Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunized children, but may be less in previously immunized children | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded |
| Conjunctivitis | Exclude until discharge from eyes has ceased | Not excluded |
| Diarrhoea | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Diphtheria | Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later | Exclude family/household contacts until cleared to return by the Secretary |
| Hand, Foot and Mouth disease | Until all blisters have dried | Not excluded |
| Haemophilus influenza - b (Hib) | Exclude until at least 4 days of appropriate antibiotic treatment has been completed | Not excluded |
| Headlice | See Page 24, 'Ringworm, scabies, pediculosis (head lice) | |
| Hepatitis A | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness | Not excluded |
| Hepatitis B | Exclusion is not necessary | Not excluded |
| Hepatitis B | Exclusion is not necessary | Not excluded |
| Herpes ('cold sores') | Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible | Not excluded |
| Human immunodeficiency virus infection (HIV/AIDS virus) | Exclusion is not necessary | Not excluded |
| Impetigo (school sores) | Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing | Not excluded |
| Influenza and flu like illnesses (including H1N1 – Swine Flu) | Exclude until well | Not excluded unless considered necessary by the Secretary |
| Leprosy | Exclude until approval to return has been given by the Secretary | Not excluded |
| Measles | Exclude for at least 4 days after onset of rash | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hrs of exposure, they may return to school |

Continued on next page...

| Conditions | Exclusion of cases | Exclusion of contacts |
|--|--|--|
| Meningitis (bacteria – other than meningococcal meningitis) | Exclude until well | Not excluded |
| Meningococcal infection | Exclude until adequate carrier eradication therapy has been completed | Not excluded if receiving carrier eradication therapy |
| Mumps | Exclude for 9 days or until swelling goes down (whichever is sooner) | Not excluded |
| Pertussis (Whooping cough) | Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment |
| Poliomyelitis | Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery | Not excluded |
| Ringworm, scabies, pediculosis (head lice) | Exclude until the day after appropriate treatment has commenced | Not excluded |
| Rubella (German measles) | Exclude until fully recovered or for at least four days after the onset of rash | Not excluded |
| Salmonella, Shigella | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |
| Severe Acute Respiratory Syndrome (SARS) | Exclude until medical certificate of recovery is produced | Not excluded unless considered necessary by the Secretary |
| Streptococcal infection (including scarlet fever) | Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well | Not excluded |
| Swine Flu (H1N1 virus) | See Page 22, Influenza and influenza like illnesses | |
| Tuberculosis | Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious | Not excluded |
| Typhoid fever (including paratyphoid fever) | Exclude until approval to return has been given by the Secretary | Not excluded unless considered necessary by the Secretary |
| Verotoxin producing <i>Escherichia coli</i> (VTEC) | Exclude if required by the Secretary and only for the period specified by the Secretary | Not excluded |
| Whooping cough | See Page 24, Pertussis | |
| Worms (Intestinal) | Exclude until there has not been a loose bowel motion for 24 hours | Not excluded |

APPENDIX 3 - SCHOOL COMMUNICATION PROCESS

From time to time, issues or problems may arise about aspects of school life. The only effective way to resolve such problems is to contact the relevant person at the school to seek a constructive resolution. This chart sets out the appropriate course of action to take in order to reach an effective solution.



APPENDIX 4 – PRIVACY POLICY

RATIONALE

All Victorian government school councils are required to adopt a school privacy policy which sets out the school's standards when handling personal information. This is necessary under Victorian privacy law, the Information Privacy Act 2000 and the Health Records Act 2001.

GOAL

1. To ensure the school complies with applicable legislation relating to privacy and Department of Education and Early Childhood Development (DET)'s information privacy policy.

IMPLEMENTATION

1. The school should adopt the attached privacy policy, which is based on the form of privacy policy recommended by DET.
2. Every member of the school community should have access to, and be made aware of, the school's privacy policy by inclusion in the Parent Information Handbook and the Staff Operations Handbook.

ACHIEVEMENT MEASURES

1. Complaints Register
2. Outcomes of Risk Management Audit

**STATUS: RATIFIED BY SCHOOL COUNCIL, MARCH, 2004.
 REVIEWED AND RATIFIED BY SCHOOL COUNCIL, NOVEMBER, 2010.**

1. Scope

This policy applies to members of school staff and the school council at Canterbury Primary School. This policy will be made available on request.

2. Background

All staff of Canterbury Primary School are required by law to protect the personal information the school collects and holds.

The Victorian privacy laws, the *Information Privacy Act 2000* and the *Health Records Act 2001*, provide for the protection of personal information.

The privacy laws do not replace any existing obligations Canterbury Primary School has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

3. Definitions

Personal information means information or opinion that is recorded in any form, and whether true or not, about an individual whose identity is apparent, or can be reasonably determined, from the information or opinion. For example, this includes all paper and electronic records, photographs and video recordings.

Health information is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information is defined as information relating to a person's racial or ethnic origin, political opinions, religion, trade union, or other professional, or trade association membership, sexual preferences, or criminal record that is also classified as personal information about an individual.

In this policy *personal information* refers to personal information, health information and sensitive information unless otherwise specified.

Parent in this policy in relation to a child, includes step parent, an adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the school, paid or unpaid, or who is contracted to, or directly employed by the school or the DET. Information provided to a school through job applications is also considered staff information.

4. Policy context

Personal information is collected and used by Canterbury Primary School to:

- provide services or to carry out the school's statutory functions;
- assist the school, its services and its staff to fulfil its duty of care to students;
- plan, resource, monitor and evaluate school services and functions;
- comply with DET reporting requirements;
- comply with statutory and or other legal obligations in respect of staff;
- investigate incidents or defend any legal claims against the school, its services, or its staff; and
- comply with laws that impose specific obligations regarding the handling of personal information.

5. Collection of personal information

The school collects and holds personal information about students, parents and staff.

6. Use and disclosure of the personal information provided

6.1 The purposes for which the school uses personal information of students and parents include:

- keeping parents informed about matters related to their child's schooling;
- looking after students' educational, social and health needs;
- celebrating the efforts and achievements of students;
- day-to-day administration;
- satisfying the school's legal obligations; and
- allowing the school to discharge its duty of care.

6.2 The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- assessing suitability for employment;
- administering the individual's employment or contract;
- for insurance purposes, such as public liability or WorkCover;
- satisfying the school's legal requirements; and
- investigating incidents or defending legal claims about the school, its services, or staff.

6.3 The school will use and disclose personal information about a student, parent or staff when:

- it is required for general administration duties and statutory functions;
- it relates to the purposes for which it was collected; or
- it relates to a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

6.4 The school can disclose personal information for another purpose when:

- the person consents; or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety;
- or
- is required by law or for law enforcement purposes.

6.5 The display and publication of archive material will be considered in line with this policy.

7. Consent to use of personal information

Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure. Canterbury Primary School will generally seek the consent of the student's parents and will treat consent given by the parent as consent given on behalf of the student.

8. Accessing personal information

A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school. Access to other information may be restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.

9. Updating personal information

The school aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the school office.

10. Security

10.1 School staff and students have use of information and communications technologies (ICT) provided by the school. This use is directed by:

- DET's acceptable use policy for Internet, email and other electronic communications; and
- DET's IT security policy; and
- the school's Information Communication Technologies (ICT) Policy and Student ICT Code of Conduct.

10.2 Canterbury Primary School and its Internet Service Provider make a record of web pages visited for statistical purposes. Information logged includes the complete address (URL) of each web page accessed (for example, www.hotmail.com), and the Internet protocol (IP) address of the school computer doing the accessing (for instance, 10.78.65.77). The names of individual students accessing pages are *not* recorded.

11. Complaints under privacy

Should the school receive a complaint about personal information privacy this will be investigated in accordance with DET's privacy complaints handling policy.

APPENDIX 5 - STUDENT DRESS CODE

RATIONALE

School Council highly recommends that all students wear an approved school uniform.

GOALS

1. To foster a sense of identity and pride in the school by encouraging students to wear an approved school uniform.
2. To facilitate identification and to enhance students' sense of security, particularly when on excursions or travelling to and from school.
3. To reduce the potential for students and parents to feel peer pressure in regard to clothing choice.

IMPLEMENTATION

1. The wearing of the approved school uniform is highly recommended and the attached uniform dress code should be complied with. Unless otherwise stated, students are expected to wear an approved school uniform on excursions. The wearing of hats which comply with the code (refer 4.8 SunSmart Policy) is compulsory during Terms 1 and 4.
2. Students and parents/guardians should be notified of the approved school uniform and dress code requirements prior to enrolment at the school.
3. The Canterbury Parents Association is responsible for making recommendations to School Council regarding the range and components of the school uniform and sports attire. The Canterbury Parents Association is also responsible for the purchasing, organisation, pricing and selling of the school uniform, after consultation with the school community.
4. All staff are responsible for the implementation of the Student Dress Code. Parents should provide a written explanation to the child's class teacher when students are out of uniform.
5. Consideration should be given to the safety, acceptability, practicability, durability and cost of school uniform items.
6. In order to comply with equal opportunity requirements, uniform items should enable both sexes to participate actively and safely in school life.
7. School Council should ensure that financial considerations do not preclude any student from obtaining the school uniform.

ACHIEVEMENT MEASURES

- SunSmart register
- Uniform shop sales
- Observed student attire
- Student and parent feedback

STATUS: RATIFIED BY SCHOOL COUNCIL - JUNE, 1994.
REVIEWED AND RATIFIED BY SCHOOL COUNCIL - NOVEMBER, 1998.
REVIEWED AND RATIFIED BY SCHOOL COUNCIL - SEPTEMBER, 2003.
REVIEWED AND RATIFIED BY SCHOOL COUNCIL - SEPTEMBER, 2008.

UNIFORM DRESS CODE

To be read in conjunction with the Student Dress Code

SCHOOL UNIFORM

Girls:

Dress, Shorts, Skort, Short Sleeve Polo, Bootleg Leggings, Tunic, Long Sleeve Polo, Skivvy, Scotchies, Hooded Top, Plain Bomber Jacket, Rugby Top, Polar Fleece Top, Skivvy, Raincoat, Beanie

Boys:

Shorts, Short Sleeve Polo, Scotchies, Long Sleeve Polo, Hooded Top, Rugby Top, Polar Fleece Top, Skivvy, Raincoat, Beanie

Shoes

Acceptable footwear includes black shoes, closed toed sandals and appropriate runners.

Hats

Sun hats are compulsory during terms 1 and 4 **including on dress-up days**. Children who have no hat or an inappropriate hat will be required to remain outside the staffroom at recess and lunch times. Hats must be SunSmart, these are available from the Uniform Shop.

Year 6 (Optional)

T-Shirt, rugby shirt

DRESS CODE REQUIREMENTS

This code does not apply on designated dress-up days.

General

- Children must wear safe and appropriate footwear.
- Hair must be neat and tidy and off the face.
- Hair accessories are to be red, green or white in colour.

The following are Unacceptable:

- Summer dresses or T-shirts with leggings or bike shorts visible below the hemline.
- Shorts that cannot be seen under tops.
- Thongs, slip-on or high-heeled shoes.
- Earrings with the exception of studs or small sleepers.
- Coloured nail polish
- Hair styled in an inappropriate manner as determined by the Principal
- Excessively worn or dirty uniforms
- Bare midriffs
- Items that are not part of the school uniform or not school uniform colours
- Inappropriate combinations of uniform as determined by the Principal.

Sporting Activities

- For sporting events the wearing of sports uniform during school hours should be at the discretion of the class teacher and sports coaches.
- Appropriate footwear and clothing must be worn for all sports activities, PE and Capon.

Excursions

- Unless otherwise stated, school uniform should be worn.
- If a child is not in school uniform, clothes of a similar colour should be worn or secondhand items may be borrowed from the Uniform Shop.
- Children who are inappropriately dressed may not be permitted to participate.

APPENDIX 6 – CHILD SAFETY CODE OF CONDUCT

September 2016

Canterbury Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

The Principal, Assistant Principal and school leaders of Canterbury Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal, Assistant Principal and school leaders of Canterbury Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

1. ACCEPTABLE BEHAVIOURS

As staff, volunteers, contractors, and any other member of the school community involved in child related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy (including in out of hours contact with children)
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's leadership or child safety officer (Principal or Assistant Principal)
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse
- school leadership reporting to the Victorian Institute of Teaching and charges, committal for trial or allegations or concerns about a registered teacher
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

2. UNACCEPTABLE BEHAVIOURS

As staff, volunteers, contractors, and any other member of the school community involved in child related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse

- develop a relationship with any student that could be seen as favouritism or amount to ‘grooming’ behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and/or not justified by the educational, therapeutic, or service delivery context (for example, unnecessary touching of students, unnecessarily entering changing rooms or toilets)
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc.) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol or be under the influence of drugs.

3. MANAGING HIGH RISK ACTIVITIES

There are a number of high risk activities that staff; volunteers, contractors, and any other member of the school community are regularly involved in as a part of typical school activities. These include but are not restricted to overnight camps, counselling, administering first aid, bus travel and supporting students with high support needs. In these cases specifically we aim to minimise the associated child safe risk by:

- upholding the school’s statement of commitment to child safety at all times and adhering to the school’s child safe policy
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities
- avoiding situations where staff, volunteers, contractors, and any other member of the school community are alone in closed rooms with students
- having transparent and well-kept documentation as a part of first aid processes.
- avoiding counselling in closed rooms with students
- when interacting with students with high support needs that require physical contact as a part of their support, avoiding interactions with students which may be interpreted as abusive and/or not justified by the educational, therapeutic, or service delivery context.

RATIFIED:

This Code of Conduct was endorsed/approved by the Canterbury Primary School Council on 23/11/2017 for review if legislative or other changes require in the interim or no later than December 2018.

1 SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/photoandfilm.aspx>. The policy says the school should get consent before taking and publishing photos of a student. This applies every time a photo is taken. The same policy applies for excursions and school activities.

2 SPAG: <http://www.education.vic.gov.au/school/principals/spag/safety/pages/alcohol.aspx>. The policy says the school must obtain school council approval before alcohol can be consumed on school grounds or at a school activity. The policy says staff members should not consume alcohol during camps and excursions. It is silent on whether they can consume alcohol at other school events where students are present, this is a matter that the school needs to decide upon – draft text is provided in the guidance fact sheet