



DROUIN SOUTH PRIMARY SCHOOL

PARENT INFORMATION BOOKLET 2023

3061 Westernport Road

PO Box 127, Drouin South Vic 3818

PH: 5627 6286 EMAIL: drouin.south.ps@education.vic.gov.au

Principal: Michael Smith

School Council President: Aoife Shaw

School Leaders: Campbell Hales and Olivia Watson

Value Leaders: Oscar Patterson, Oscar Shaw, Livvi Ward, Carley Walters.

Website: www.drouinsouth.vic.edu.au

Facebook: Drouin South Primary School



Dear Parent/s/Guardian/s,

Thank you for choosing Drouin South Primary School!

Starting school, or changing schools, is a very important time for both students and parents. Whether this is your first child starting school, a younger brother or sister starting, or you have moved to our school from elsewhere, we extend you a warm welcome to the Drouin South Primary School community.

When you enrol at Drouin South Primary School you become a part of our learning community. Our school vision is *“Learning Together – A community of active thinkers who can achieve their dreams.”* We try to live this vision every day! We believe that all of us, that is, students, staff and parents are all here to learn alongside one another with the aim of ensuring every person in our community aspires to achieve the aims they want in life.

Our school values are be Caring, Be Respectful and be a Learner. We aim to make our school community an inclusive and supportive place where everyone feels a sense of belonging.

This information booklet aims to keep you as informed as possible about the overall processes and day to day operations of our school. However, there is sure to be further information and events throughout the school year that we will inform you about at the time.

We encourage you to read through the Parent Information Booklet and ask a staff member about anything you would like clarified.

Again, on behalf of the Drouin South School Community - welcome.

Regards,



Michael Smith
Principal



Aoife Shaw
School Council President

MEET OUR SCHOOL STAFF



Principal
Michael Smith



Foundation
Matt Grimshaw



Homegroup 1
Ashley Hallihan



Homegroup 2-3A
Samantha Prowse



Homegroup 2-3B
Jordan Puncher



Homegroup 2-3B
Lynette Taranto



Homegroup 4
Anna Nauta



Homegroup 5-6A
Brooke Robinson



Homegroup 5-6B
Bethany Allen



Learning Tutor /
Inclusion /
Well-Being
Belinda Moore



PE / STEM
Specialist
Denby Moore



Visual and
Performing Arts
Adelle Phillips



Business Manager
Louise Chamberlain



Administration Staff
Sally Willig



Chaplain
Jason "Hayno" Haynes



Educational Support
Staff
Jenny Eacott



Educational Support
Staff
Samantha Berry



Educational Support
Staff
Donna Kumaraperu



Educational Support
Staff
Jordi Gillatt

INTRODUCTION

This booklet is produced to give parents information about Drouin South Primary School. It includes information on the following areas:

- Day to day procedures in the school
- Times and term dates
- School rules
- Uniform information
- Curriculum information
- Assessment and reporting procedures
- School Council operations
- School policies
- Ways that you can be involved with your child's education



Further information can also be obtained from the school's website www.drouinsouth.vic.edu.au or by liking our facebook page.

DROUIN SOUTH PRIMARY SCHOOL VISION AND AIMS

Our vision:

“Learning Together.”

**A community of active thinkers who can achieve our dreams.
Caring, Respectful, Learners.**

At Drouin South we:

- Provide a safe, respectful and inclusive environment for every student, irrespective of their backgrounds or personal attributes, race, language, religious beliefs, gender identity, disability or sexual orientation so that they can participate, achieve and thrive at school.
- Are committed to the cultural safety of Aboriginal and Torres Strait Islander children, the cultural safety of children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability and vulnerable children.
- Encourage community interaction within the school by welcoming families and community members as part of our school.
- Help children grow into responsible individuals, able to get along with others, solve problems and contribute to society in a meaningful way.

Rights, Resilience and Respectful Relationships (RRRR)

At Drouin South Primary School, we support the Victorian Department of Education Respectful Relationships initiative. The purpose of this initiative is to teach and assist children in building resilience, confidence and healthy relationships. The 2016 Royal Commission into family violence identified that schools have a critical role to play in creating cultures of respect and tolerance. RRRR is a core component of our curriculum, drawing links between our school values and daily teaching. Lessons are sequenced from Foundation to Year 12 covering areas such as emotions, personal strengths, problem solving, stress management, help seeking and positive gender relationships.

More information can be obtained by visiting the Department of Education website or visiting the school.

School-Wide Positive Behaviour Support (SWPBS)

SWPBS is a framework that assists schools to improve social, emotional, behavioural and academic outcomes for all students. It encourages respectful and positive behaviour resulting in increased time focused on instruction, improved wellbeing and positive relationships between staff and students.

Drouin South Primary School has been part of the SWPBS in school initiative for the past three years. During that time, we have implemented the framework, working on the premise that as students learn Literacy and Numeracy, they are also learners of behaviour. Positive behaviour and expectations are explicitly taught and reinforced throughout the day, in the yard and classrooms. Just like student learning is assessed and used to focus teaching, behavioural data is collected and used to guide our teaching in this area also.

School Wide Positive Behaviour Matrix

A community of active thinkers who can achieve their dreams

Caring, Respectful, Learners



We are respectful

We are learners

We are caring

Learning environment	<ul style="list-style-type: none"> ▪ Look after equipment ▪ Care for each other and respect differing opinions ▪ Let my classmates do their work 	<ul style="list-style-type: none"> ▪ Always do our best ▪ Contribute actively ▪ Know our goals and work to achieve them ▪ Know how to find help ▪ Celebrate our successes 	<ul style="list-style-type: none"> ▪ Take pride in our work ▪ Keep our work areas tidy ▪ Support each other ▪ Use friendly words ▪ Be inclusive in groups
Outside and on the Playground	<ul style="list-style-type: none"> ▪ Look after and return equipment ▪ Include others in our games ▪ Use friendly words ▪ Share playing spaces and include everyone ▪ Remain outside during breaks 	<ul style="list-style-type: none"> ▪ Line up sensibly, ready for learning before the bell rings 	<ul style="list-style-type: none"> ▪ Keep our school environment clean ▪ Wear our uniform correctly ▪ Treat others the way you want to be treated ▪ Invite others to join our games
Office areas	<ul style="list-style-type: none"> ▪ Enter and exit quietly ▪ Wait patiently to be spoken to 	<ul style="list-style-type: none"> ▪ Listen to instructions ▪ Carry out tasks responsibly 	<ul style="list-style-type: none"> ▪ Speak confidently and use good manners
Toilets	<ul style="list-style-type: none"> ▪ Give others privacy ▪ Use for intended purpose only 	<ul style="list-style-type: none"> ▪ Return to class promptly 	<ul style="list-style-type: none"> ▪ Keep the toilet clean and tidy
Transitions	<ul style="list-style-type: none"> ▪ Walk quietly ▪ Use inside voices ▪ Put shoes on racks 	<ul style="list-style-type: none"> ▪ Move purposefully ▪ Use manners and acknowledge others 	<ul style="list-style-type: none"> ▪ Enjoy the art displays ▪ Keep the spaces clean
Assembly	<ul style="list-style-type: none"> ▪ Know and sing the anthem ▪ Sit quietly during presentations ▪ Follow teacher instructions 	<ul style="list-style-type: none"> ▪ Come prepared if you are presenting ▪ Listen to presenters 	<ul style="list-style-type: none"> ▪ Celebrate successes ▪ Wear full school uniform
O.S.H.C	<ul style="list-style-type: none"> ▪ Use equipment and toys safely ▪ Listen and follow OSHC staff and instructions ▪ Speak and treat others kindly 	<ul style="list-style-type: none"> ▪ Engage in and explore activities and experiences ▪ Share ideas and interests 	<ul style="list-style-type: none"> ▪ Share work and experiences with our families ▪ Be supportive and encourage each other

SITE DESCRIPTION

The school is located approximately 5 km south of Drouin on 1.4 hectares. Our school has an enrolment of 155 students in 7 learning groups across the school. Students and families at Drouin South Primary School come mainly from the rural communities around Drouin and the residential areas within the Drouin township.

Set in the dairy country of West Gippsland, the school grounds are enhanced by adventure playgrounds, an outstanding Arts and Community Centre including a canteen, park-like play areas and multi-purpose courts for basketball, netball or tennis. The Drouin South Hall lies on the edge of the school grounds providing the school with another valuable facility.



CURRICULUM - DESCRIPTION

An Overview

Our curriculum is aligned with the Victorian Curriculum Standards which have been implemented since 2017.

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The curriculum is made up of eight Learning areas and three Capabilities that are outlined below. Schools cover some of these areas every year and others within a two year cycle as per the guidelines.

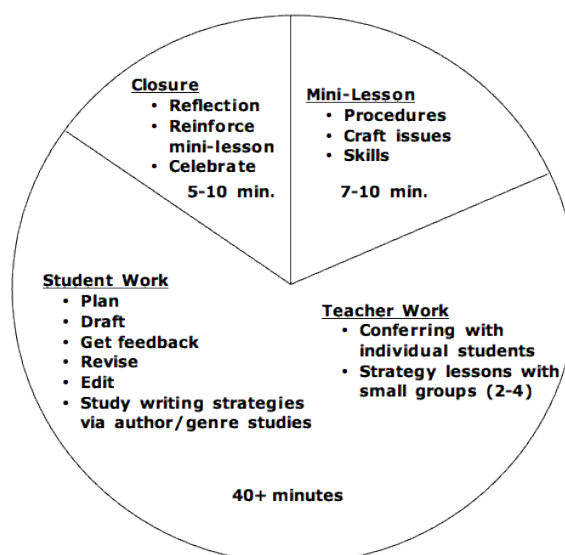
More details about each domain can be obtained from the Victorian Curriculum & Assessment Authority website <http://victoriancurriculum.vcaa.vic.edu.au/>.

LEARNING AREAS	CAPABILITIES
<p>The Arts</p> <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design <p>English</p> <ul style="list-style-type: none"> • English • English as an Additional Language (EAL) <p>Health and Physical Education</p> <p>The Humanities</p> <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	<p>Critical and Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal and Social</p>

LITERACY – READING, WRITING, SPEAKING and LISTENING

Drouin South Primary School has a strong focus on the development of literacy skills across all year levels. Our morning sessions from 9.00am to 11.00am have a strong focus on literacy. Teachers use an approach known as “Reader’s and Writer’s Workshop”.

The workshop model starts with a mini-lesson with a focus on a knowledge or skill that is required for being a successful reader/writer. This is followed by independent practising of the skill with teacher guidance and support. The lesson closes with a reflection segment that checks for understanding. The illustration (right) shows what happens during each part of the workshop lesson.



SOUNDS-WRITE

Our Junior grades (Foundation-2) participate in daily phonics lessons that provide the building blocks for reading and writing. This is a sequential program that introduces all the sounds that students will need in order to be able to read and spell effectively.

NUMERACY-MATHEMATICS

Our Mathematics lessons at Drouin South PS are designed to assist students in developing the knowledge and skills they need to become fluent and proficient mathematicians who can use reasoning and problem-solving skills in their everyday lives. Student progress is tracked throughout the year by our teaching Junior and Senior teaching teams through Mathematics “inquiries” that focus on specific elements of the Mathematics curriculum.

STUDENT ASSESSMENT AND REPORTING

“Getting to Know You” conversations are held between teachers and parents early in the school year to assist in building a home-school relationship and to build an understanding of your child’s needs and strengths.

Another discussion opportunity is offered early in Term 3 to look at goals for the second half of the year. This involves students in the discussion process as 3-way Conversations and Student-Led Conferences.

In June and December each year written reports are given on your child’s progress. Parents can request an interview at any time during the year.



ASSESSMENT FOR LEARNING

Students are assessed by teachers both formally and informally throughout the school year on a continual basis. This assessment assists teachers to understand where each individual student is at and then teach to their point of need. Teachers use a variety of strategies and groupings within classrooms to ensure individual learners are catered for including explicit teaching, whole class, small group, and one to one activities.

The process of assessment will involve the collection of evidence of children's achievement and will be used for the following:

- To monitor and report on the child's progress
- To clarify the strength and weakness of a child's learning as a basis for planning classroom strategies
- To determine the immediate effectiveness of teaching strategies and resources.

NAPLAN

The Victorian Curriculum and Assessment Authority conducts the NAPLAN tests for Years 3 and 5 students each year. Teachers at Drouin South supervise the tests and individual results are provided to families when they are received by the school.



The NAPLAN (National Assessment Program for Literacy And Numeracy) results are used by the school as one piece of data that guides our planning and helps to set goals for future improvement.

SPECIALIST PROGRAMS

Whilst the majority of the school curriculum is delivered by classroom teachers, students also have the opportunity to learn with other teachers as part of our “specialist programs”. All students currently have 4 hours per week of specialist programs including Physical Education, Visual and Performing Arts and Science.

AUSLAN

The school has recently adopted AUSLAN (Australina Sign language) as our Language Other Than English (LOTE). Auslan will be covered in all grades from Prep to 6 and is taught by classroom teachers using on-line modules produced by Auslan Education Services.

SCHOOL RECORDS - PRIVACY

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

- 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
- Allowing the School to discharge its duty of care

From time to time family circumstances may change, for example, emergency telephone number, residential address and children’s medication needs. If this occurs please inform us immediately at school so that our administrative records are promptly updated.

A full copy of the school's privacy policy can be viewed on the school website:
www.drouinsouth.vic.edu.au

STUDENT WELL-BEING

Student well-being is one of the main priorities of Drouin South Primary School. Well-being data is tracked and monitored throughout the year and students are supported with a variety of strategies and programs. Our response to intervention approach looks at strategies that apply to all students (Tier 1), small groups of students (Tier 2) and individual students (Tier 3).

CHAPLAINCY

DSPS Chaplain supports the emotional wellbeing of students, staff and families by providing pastoral care services and strategies. The Chaplain works closely with wellbeing and allied health staff in schools to support students and their educational outcomes, staff, families and the wider community.

Written consent from parents / guardians / carers prior to provision of the chaplaincy service is required.

Jason "Hayno" Haynes is available two days a week, for all question and queries please contact the school office on 03 5627 6286.

TRANSITION

Kindergarten to Foundation

In order to allow an easy transition from Kindergarten to Foundation (Prep) the pre-school children are welcome to attend orientation sessions at school in November and December each year. During these sessions the children are invited to join in the school's activities.

The new children spend time together as a group, exploring their new surroundings. Each student will be introduced to grade five and six students who will become their buddies.



For planning purposes it is recommended that parents enrol their child as soon as possible. We would prefer to have all enrolment forms in by 1st August, however they will be accepted at any time.

NEW ENROLMENTS – FOUNDATION

Enrolment packs are available from the office. This includes a comprehensive enrolment form that needs to be completed and returned to the school as soon as possible. Once we have your contact details we can let you know when orientation sessions will be.

Parents are required to provide a copy of a birth certificate along with immunisation certificate when enrolling their child at school.

One of the admission requirements is that a child must now be enrolled in the name that appears on their birth certificate. The only exemption is if there are other legal documents to the contrary, such as court orders or adoption papers.



PLEASE NOTE: FOUNDATION CHILDREN HAVE A REST DAY EVERY WEDNESDAY FOR THE FIRST FOUR FULL WEEKS OF SCHOOL

YEAR 6 to YEAR 7

The majority of our students attend Drouin Secondary College when they complete Year 6 as it is our closest government secondary school.

Year 6 children are supported in their transition to secondary school through our close network partnership with Drouin Secondary College. Drouin Secondary College holds an information session for parents and students in May each year. Our Year 6 students attend 3 transition days at the school. Our teachers work closely with the Year 7 coordinator to ensure each individual has a smooth transition experience.

Local secondary schools include:

- Drouin Secondary College
- Neerim District Secondary College
- Warragul Regional College
- Chairo Christian School
- Marist Sion College
- St. Paul's Anglican Grammar School



EMERGENCY CONTACT INFORMATION

It is essential that the school can make contact with parents at all times as serious sickness or incidents can occur whilst the child is at school. We therefore keep computer files on which the parents' work addresses, telephone numbers, and other relevant information are recorded. It is vital that this information is kept up to date. If a change of address, phone number, employment etc occur during the year, please ensure you notify the school in writing.

LIBRARY RESOURCE CENTRE

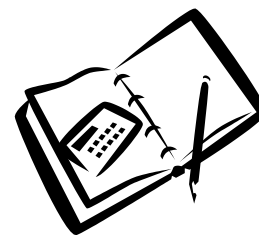
From the beginning of the year, your child will be coming to the Library Resource Centre every week to nurture and develop their love of books, stories and language. When your child borrows a book, please read it and or talk with them about the pictures. We have discovered that children who hear many stories are usually the best readers later in their schooling. Please remind your child to return his/her library book every week so they can borrow a new book.



PARENTS CAN HELP AT SCHOOL WITH ...

Please note a 'Working With Children Check' is required for all helpers and volunteers

- Language activities (after in-school training)
- Typing children's stories
- Joining School Council or helping out on a sub-committee
- Helping out at working bees
- Library assistance
- Classroom activities
- Participation in the Education Programs offered by the Department
- Excursions/Camps
- Membership of Parents Club

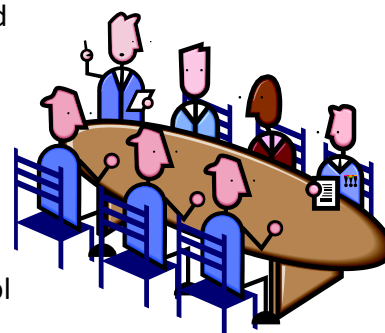


SCHOOL COUNCIL

Our School Council is the focal point of shared decision making within the school. It provides parents and staff with the opportunity to be involved in areas such as policy, finance, facilities and community relations.

The School Council meets once a month, usually on the third Wednesday, at 7.30pm in the Staffroom.

To assist in the School Council's efficiency, the Council has a number of sub-committees. These committees meet on a regular yet informal basis. All parents and staff are most welcome to attend any of these meetings. The sub-committees may vary from year to year depending on school needs and directions.



SCHOOL COUNCIL SUB-COMMITTEES (may include)

Policy And Planning

The Policy and Planning Committee co-ordinates the development of School Policies, states the broad goals of the school in subject, administration and support areas. We encourage members of the community to participate in the development and periodic review of policy so as to reflect:

- Priorities and directions of the School Strategic Plan.
- Department of Education and Training guidelines.
- Values and needs of the community.
- Changes in society's expectations.

Facilities

The Facilities sub-committee is responsible for:

- Keeping the school buildings and grounds in a neat and safe condition.
- The development of the buildings and grounds to meet the needs of the School Community.



FINANCE

This Committee draws up the Budget for School Council's approval, identifies areas of need in the school, reviews school spending from year to year and formulates School Levies.

PARENTS' CLUB

Parents' Club is a voluntary group of parents and carers aimed at creating a positive and inclusive school community. It is an ideal opportunity to get to know your school and become involved in a very diverse range of activities. Current roles of the Parents' Club include raising funds towards growth and development of the school, providing Mother's/Father's Day stall items, sourcing grants for upgrades to equipment and amenities, plus communicating with staff and Junior School Council. Parents' Club also provides support to our school community through general assistance and offering meals to those in need.

Parents' Club is a great way to meet and get to know other parents/carers. We currently have a designated Parents Club room (located two doors down from the library) which provides a comfortable space for parents to relax and have a chat.

FARM WORLD DELIVERY SERVICE



Drouin South Primary School has operated the Farm World Delivery Service at Lardner Park for more than two decades. This is a significant fundraising event for the school. It relies on the help of all families and is a great way to get involved with other families. Farm World occurs over four days around March/April.

OUT OF SCHOOL HOURS CARE

Windermere Child and Family Services is a reputable community-based organisation with years of expertise and experience in an early childhood early education and care.

The Windermere OSHC program will offer an inclusive and interactive learning opportunities in a welcoming and safe environment. The program includes:

- * Fun, structured play
- * Leisure activities
- * Healthy breakfast, afternoon tea and snacks
- * Age-appropriate activities
- * Small and large group games

The OSHC program will be run by Windermere's qualified and experience educators.

Operating hours

Before School Care: 6:30am – 8:45am

After School Care: 3:30pm to 6:30pm

For further information call Windermere on 1300 946 337.

STUDENT VOICE – STUDENT REPRESENTATIVE COUNCIL

Grades 3-6 nominate representatives to the Student Representative Council. The group meets weekly to raise issues, generate activities and run fundraising events. The aim of the group is to provide students with an opportunity to input into the school and its operations. The Student Representative Council provides information and proposes projects to be raised at the Drouin South Primary School Council.

STUDENT UNIFORM

The wearing of the school uniform is compulsory at Drouin South Primary School. The uniform helps to build pride and symbolises a sense of belonging to one big team. All children are required to wear the approved School Council student uniform. Uniforms can be purchased through Beleza Pty. Ltd. Williams Square, Warragul (ph. 5622 2930) or other outlets that supply complying garments.

DRESS CODE

Summer Uniform

Girls

Blue Gingham dress, navy blue shorts, white/navy socks
Navy/Sky combo polo top (plain sky blue still allowed)
Navy blue sport knicks
Navy blue windcheater/Bomber jacket
Broad brimmed hat or legionnaires hat.



Boys

Navy shorts
White/ navy socks
Navy/Sky combo polo top (plain sky blue still allowed)
Navy blue windcheater/Bomber Jacket
Broad brimmed hat or legionnaires hat.

Winter Uniform

Girls

Navy blue windcheater/ bomber jacket
Navy blue pleated tunic or navy blue box pleated skirt
Navy blue track suit pants
Long sleeve polo shirt (Navy/Sky combo) or light blue skivvy
Navy tights
Optional broad brimmed hat, legionnaires cap or navy blue beanie.

Boys

Navy blue windcheater/bomber jacket
Navy blue track suit pants
Long sleeve polo shirt (Navy/Sky combo) or light blue skivvy
Optional broad brimmed hat, legionnaires cap or navy blue beanie.

Shoes & Socks

Shoes (black/brown), pull on boots, runners, closed toed sandals
Socks navy blue or white.
Due to the possibility of injury to feet, open-toed shoes and the like are not permitted to be worn at school.

Uniform for school sports and inter-school sports

School polo top (on some occasions the school will use school provided tops)
Navy blue shorts
Runners

Uniform for school excursions, camps etc

The uniform is compulsory for all school excursions, except where specifically indicated in a notice or newsletter. Beanies will not be allowed to be worn on school excursions. Each excursion notice will specify the uniform requirement for the students to attend. Generally, students are not required to wear uniform on camps.

Special Activities

An art smock (old shirt) is required to be worn in all Art and Technology /Materials lessons.

Wearing of jewellery

For the safety of children the following are the only items of jewellery permissible at school:

Ear studs

Religious icon, for example scapular or the like

Watch

Hats

Navy blue broad brimmed hat or legionnaire's hat

Hats are not to be worn inside

Baseball/peaked caps not permitted

Make up – Zinc cream

Makeup and unnatural hair colouring is not permitted at school other than under the supervision of parents/teachers for school performances.

The wearing of sunsreen is encouraged, however, zinc cream (white or coloured) is not permitted.

OUT OF UNIFORM

If a student is out of uniform – a note is expected from parents outlining the reason.

If a student is out of uniform for an extended period of time, parents are to be contacted by the Principal for a reasonable explanation.

Further action is at the Principal's discretion in consultation with the School Council president.

AESTHETIC RULES

Denim, writing, stripes, brand names or graphics other than the school logo are not allowed.

Coats or jackets must not have rude or offensive writing or graphics on them.

Undergarments or T-shirts should not show through or extend from the school uniform. This includes long sleeved garments worn under short sleeved shirts.

Students are not permitted to wear make-up or body art (e.g. tattoos) to school.

The uniform should be neat, cleaned regularly and worn correctly.

SAFETY RULES

Thongs and high-heeled shoes are not allowed.

Long or dangling jewellery (including necklaces) is not allowed. If ears are pierced, only studs are permitted. Watches may be worn. No other jewellery is allowed.

Protective clothing/smock should be worn for activities such as art/craft.

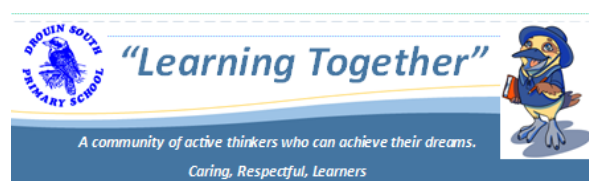
To maintain safety and hygiene, long hair should be tied back. Eyesight must be unrestricted by hair.

Clothing should be appropriate to the weather conditions but in line with the above-mentioned dress code.

All items of clothing and shoes should be labelled with your child's name.

SCHOOL-HOME COMMUNICATION

The school has a weekly community newsletter, "Learning Together" which relays to all families the happenings at Drouin South. This is sent out electronically to all families and hard copies can be requested if needed. A calendar also appears on the newsletter with coming events and reminders. At the beginning of each school year grade teachers send home information outlining the day to day activities, themes and expectations for their grade. School information, including the newsletter, is also published on the school website: www.drouinsouth.vic.edu.au



You may receive the newsletter via email by contacting the office and providing your email address.

We also use an app called **Class Dojo**. This app is used to share information and to celebrate events and achievements. It is also used as a communication tool between teachers and parents.



The school also has a Facebook page that parents are encouraged to follow.

SCHOOL PARKING

For safety reasons the **staff car park** is not to be used by parents or visitors between 8.00 a.m. and 4.30 p.m. The school bus loop is also a no parking zone between 8.00am and 4.30pm.

Parking within the confines of the school ground is also prohibited with the exception of school staff authorised to do so.

Parents are reminded, that at all times when picking up or dropping off children, to be mindful of the safety of all students.

School entry and exit points for students and parents is via the front gate and/or the basketball court.

Angle parking at the front of the school is provided for all parents. A small footpath at the front of the parking bays allows the children to walk to their car in safety. Parking is not limited in the morning but **between 3.10 and 3.30pm parking is limited to 5 minutes.**

Parents are also encouraged to use the car parking facility next to the Drouin South Community Hall. Children can exit the school via the basketball courts to access the hall car park. Children are not permitted to walk through the staff carpark.

SCHOOL TIMES

8.45am	Students are supervised in the playground
9.00am	Class commences
11.00am - 11.30am	Recess
1.30pm - 2.15pm	Lunch
3.15pm	Dismissal

(On the last day of each term, this time is altered by one hour, 2.10 to 2.30pm. due to early dismissal.)



TERM DATES 2023

Term 1: 30st January to 6th April
Term 2: 24th April to 23rd June
Term 3: 10th July to 15th September
Term 4: 2nd October to 20th December

TERM DATES 2024

Term 1: 30th January to 28th March
Term 2: 15th April to 28th June
Term 3: 15th July to 20th September
Term 4: 7th October to 20th December

DISMISSAL

Students are dismissed from classrooms at 3.15pm. Students wait with the duty teacher at the front gate or on the basketball court until parents have arrived to collect them. Students not collected by 3.30pm must be collected from the school office.

PARENT PAYMENTS POLICY



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

VISITORS

All visitors to the school (including parent helpers) are required to have a WWCC and must report to the office on arrival at school to sign in. Parents do not need to sign in when dropping children off at school or collecting children at the end of the day.

IMMUNISATION AND SCHOOL

An Immunisation Certificate must be presented to the school when you enrol your child in Prep. This can be accessed through the MyGov website in the Medicare section. (See section on enrolment)

INFECTIOUS DISEASE INFORMATION

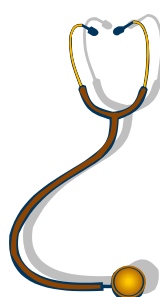
Parents frequently ring seeking advice on how long children must stay away from school when suffering from certain diseases. The following information is laid down by the Department of Education and the Human Services Department.

Disease or condition	Exclusion of Cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea has ceased.	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Until fully recovered or at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary	Not excluded
Giardiasis (diarrhoea)	Until diarrhoea has ceased or until medical certificate of recovery is produced.	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.
Glandular fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth	Until blisters have dried	Not Excluded
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Disease or condition	Exclusion of Cases	Exclusion of contacts
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
Disease or condition	Exclusion of Cases	Exclusion of contacts
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practises should be excluded while the lesion is weeping. Lesions to be covered by dressing where possible	Not excluded
Hookworm	Exclusion not necessary	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded

Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary	Not excluded
Pertussis (whooping cough)	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded
Ringworm, Scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded.
Rotavirus (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shingella	Exclude until diarrhoea ceases	Not excluded
Scabies	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Shigella (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Streptococcal infection (inc. scarlet fever)	Exclude until the child has received antibiotics treatment for at least 24 hours and the child feels well.	Not excluded.
Trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
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
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded

Information regarding other diseases can be obtained from the Principal, Baw Baw Shire and the West Gippsland Health Care Group.

MEDICAL SERVICES



All children are offered a general health examination in their first year at school by the School Medical Service, Department of Health. Where any problem is found, parents are consulted and referred to appropriate private practitioners. Families who are eligible for a Pensioner or Health Concession Benefit card are eligible to use the Government's Dental Service in Warragul - contact may be made by phoning this service on 1300 360 054.

MEDICATION AT SCHOOL

Occasionally, when a child has recovered from an illness and is quite well enough to return to school, it may be that he/she has a course of medication to be completed during school hours. Please send medication in the original container and complete a medication authority form obtained from the office. Medication is stored in a secured area within the administration offices. This also applies to ongoing medication such as Asthma medication (eg. Ventolin) or EpiPen.

CHILD SAFE STANDARDS

Drouin South Primary School is fully compliant with the Child Safe Standards. The Standards are compulsory minimum standards for all Victorian schools, to ensure they are well prepared to protect children from abuse. Ministerial Order 870 — Child Safe Standards — Managing the risk of child abuse in schools outlines how the Standards apply in schools.

SCHOOL POLICIES

Drouin South policies are continually being revised and updated to be aligned with Department of Education guidelines. All of our school policies can be accessed on the school website at www.drouinsouth.vic.edu.au