Dear Parents,

Welcome to Drouin South Primary School.

Accompanying this booklet are a number of information points which may be of assistance to you. Further details will be sent home with your child in the first week of school or on enrolment throughout the year.

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

Regards,

Rob King
President
School Council

Judy Ingamells
Principal
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
- Curriculum
- Assessment and reporting
- School Council operations
- School policies
- How 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

DROUIN SOUTH PRIMARY SCHOOL AIMS

- Provide a safe and secure environment
- Encourage children to strive for excellence and achievable goals.
- Help children grow into thinking, responsible individuals, able to understand and contribute to society.
- Provide a program that encourages students to be active, enquiring and reflective learners.
- Provide a challenging, purposeful and comprehensive program preparing the child for future study and life in our complex society.
- Encourage all children to participate to their full potential in all aspects of school life regardless of their abilities/disabilities.
- Encourage community interaction, e.g. School Council, Parents and Friends Association.

DROUIN SOUTH VALUES

- RESPECT
- INDEPENDENCE
- ENGAGEMENT
SITE DESCRIPTION

The school is located approximately 5 km from Drouin on a site of 1.4ha. With a current enrolment of 200 students, it serves the rural communities south of Drouin and residential areas of the Drouin township.

Set in the dairy country of 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 and together with a BBQ and rotunda area provides the school with another valuable facility.

At Drouin South Primary School we currently have children from Preps to year 6 in nine classrooms.

A new building with six classrooms and two large learning areas has been completed. The junior school students are currently in this building.

CURRICULUM - DESCRIPTION

An Overview

The curriculum is structured around the Victorian Essential Learning Standards (VELS) and the Australian Curriculum (AusVels). It encompass three intertwined strands –

- Physical, Personal and Social Learning
- Discipline Based Learning
- Interdisciplinary Learning.

Domains with Australian Curriculum indicated below are currently being phased in. More details about each domain can be obtained from the Victorian Curriculum & Assessment Authority website http://ausvels.vcaa.vic.edu.au/.

VICTORIAN ESSENTIAL LEARNING DOMAINS (VELS & AUSVELS)

<table>
<thead>
<tr>
<th>Physical, Personal and Social Learning</th>
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<tbody>
<tr>
<td>Civics and Citizenship</td>
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<tr>
<td>Health and Physical Education</td>
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<td>Interpersonal Development</td>
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<tr>
<td>Personal Learning</td>
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<th>Discipline-based Learning</th>
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<tbody>
<tr>
<td>The Arts</td>
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<tr>
<td>English (Australian Curriculum)</td>
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<tr>
<td>The Humanities</td>
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<tr>
<td>The Humanities - Economics</td>
</tr>
</tbody>
</table>
The Humanities - Geography
The Humanities - History (Australian Curriculum)
Languages
Mathematics (Australian Curriculum)
Science (Australian Curriculum)
Interdisciplinary Learning
Communication
Design, Creativity and Technology
Information and Communications Technology

STUDENT ASSESSMENT AND REPORTING

Early in the school year an information session is held by your child’s teacher to discuss the planned curriculum activities for the children in their grade. In June and December each year written reports are given on your child’s progress. Parent teacher interviews are held at the end of term 1 and term 3 and parents can request an interview at any time during the year.

The Assessment Program

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.

The Assessment Procedure will:

- Develop a cumulative record of student achievement
- Ensure students have a clear understanding of expected standards of achievement
- Assist in the diagnosis of student strengths and weaknesses
- Suggest strategies to parents for the improvement of their child’s learning
- Involve parents in a co-operative partnership in children's learning

Reporting

Mid-year and end of year student reports to parents show student achievement and progress over each semester. Students will be graded from A to E to indicate their achievement level, with “C” being the expected level.
Continuous effort is encouraged and rewarded. Teachers will also comment on the progress of each student in the major learning areas. Further information about reports can be found on the Education Department website: http://www.education.vic.gov.au/

Assessment Scale For VELS/AUSVELS

Students at primary school are assessed according to the VELS and AusVELS Standards, from Prep (Foundation) through to year 6.

<table>
<thead>
<tr>
<th></th>
<th>Prep</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
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<td></td>
<td>F</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
<td>Level 5</td>
<td>Level 6</td>
</tr>
</tbody>
</table>

NAPLAN

The Victorian Curriculum and Assessment Authority conducts the NAPLAN tests for Years 3 and 5 students in term 2 of each year. Teachers at Drouin South supervise the tests and individual results are provided to families.

It is the policy of Drouin South Primary School that the focus of assessment should provide a positive attitude towards learning. The encouragement and pursuit of excellence contributes to the success of all children.

School Review and Strategic Plan

The school completed a review in 2010 and a four year Strategic Plan has been developed. An Annual Implementation Plan is developed at the commencement of each year to ensure the goals of the Strategic Plan are carried out.

RELIGIOUS EDUCATION

Religious Education is offered to the children by the Council for Christian Education in Schools and is dependent on the availability of instructors. All instructors have undergone specific training.
TRANSITION

Kindergarten to Prep
In order to allow an easy transition from Kindergarten to Preps 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 Prep Grade exploring their new surroundings.
For planning purposes it is recommended that parents enrol their child as soon as possible.

Year 6 to Year 7
Choosing a Secondary School is most important and a decision may have to be reached by parents and children as early as June of Year 6.

Year 6 children are invited to attend their future Secondary Schools’ Orientation Days held at various times through the year. The Year 6 children follow a planned program which allows them to explore such things as timetables, physical resources, teacher changes and canteen procedure.

Feel free to contact the Principal of Drouin South Primary School or the following local secondary colleges for assistance regarding your choice of post primary education:
- Drouin Secondary College
- Neerim South Secondary College
- Warragul Regional College
- Chairo Christian College
- Marist Sion Regional College
- St. Paul's Anglican Grammar School

PARENT COURSES - WORKSHOPS

A variety of parent courses are offered through school as they become available.

These range across the curriculum giving parents many avenues through which they can assist their children.
A Literacy workshop is held each school year to help each parent understand the intricacies of the Early Years Literacy Program and its implementation in the rooms.

The school runs programs such as “Parent Helpers Workshop” and “Help My Child with Reading” programs.

It is anticipated that a number of similar programs will be offered each year.

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 curriculum, finance, facilities, community relations and the employment of certain non-teaching staff.

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

SCHOOL COUNCIL SUB-COMMITTEES

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 Charter.
- Department of Education 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.

Public Relations
Encourages more effective and positive communication within:

- The school
- Local community
- Wider community
- The press
- Local business

Parents For Fund Raising
Parents For Fund Raising is a voluntary body that plays a significant role in raising funds for the school. It is an ideal opportunity to get to know your school and become involved in a very diverse range of activities.

This sub committee initiates fund raising events and co-ordinates external fund raising activities. This committee raises funds for amenities and school programs and offers an opportunity for people to meet and mix socially with others.

Informal meetings are held on Friday afternoons usually fortnightly in the school staffroom. Everyone is invited to participate.

Out Of School Hours Care
The school operates a before and after school program daily. The program gained accreditation in 2006. In 2014 the program went through the National Quality Standard and Rating process to ensure we were meeting the 7 quality areas. The service is run by the School Council through this committee.

Junior School Council
Grades 3-6 nominate 2 representatives to the Junior School Council. The group meets regularly. The Drouin South Primary School Council discusses issues raised by the Junior School Council.
STUDENT UNIFORM

The wearing of the school uniform is compulsory. All children are required to wear the approved School Council student uniform. Uniforms can be purchased through Beleza Pty. Ltd, Williams Square, Warragul & C4 Clothes, Drouin or other outlets that supply complying garments. Denim, stripes, writing or logos (other than the school logo) are not part of the school uniform. Please remember that if your child is out of uniform (including no hat from January to April and September to December) a note must be sent to school explaining the reason why. It is a requirement of the school that children who are participating in or representing the school in any approved activity are to be in a full school uniform. Due to the possibility of injury to feet, open toed shoes and the like are not permitted to be worn at School. A navy blue wide brimmed or leggonnaire hat is mandatory for all outdoor activities during the months of January to April and September to December.

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

DRESS CODE

**Summer Uniform**
*Girls*
- Blue Gingham dress, navy blue shorts, white/navy socks
- Shoes/pull on boots (black or brown) sneakers, closed toed sandals
- Light blue polo top
- Navy blue sport knicks
- Navy blue windcheater
- Broad brimmed hat or legionnaires hat.

*Boys*
- Navy shorts
- White/ navy socks
- Shoes/pull on boots (black/brown), runners or closed toed sandals
- Light blue polo top
- Navy blue windcheater
- Broad brimmed hat or legionnaires hat.

**Winter Uniform**
*Girls*
- Navy blue windcheater
- Navy blue bomber jacket
- Navy blue pleated tunic or navy blue box pleated skirt
- Navy blue track suit pants
- Long sleeve polo shirt or light blue skivvy
Navy tights
Shoes (black/brown) pull on boots or runners
Socks navy blue/white
Optional broad brimmed hat, legionnaires cap or navy blue beanie.

Boys
Navy blue windcheater
Navy blue bomber jacket
Navy blue track suit pants
Long sleeve polo shirt or light blue skivvy
Shoes (black/brown) pull on boots or runners
Socks navy blue/white
Optional broad brimmed hat, legionnaires cap or navy blue beanie.

Shoes & Socks
Shoes (black/brown), pull on boots or runners, closed toed sandals
Socks navy blue or white

Uniform for school sports and inter school sports
Light blue T-shirt
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 until the end of April and from the start of September for all outside activities.
A navy blue beanie is optional during the months of May to August.
Hats are not to be worn inside.

Make up – zinc cream
Makeup is not permissible at school other than under the supervision of parents/teachers for school performances.
Discipline
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
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. Tee shirts and undergarments 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 (eg 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 clothing and shoes should be named.

SCHOOL-HOME COMMUNICATION

The school has a weekly community newsletter which relays to all families the happenings at Drouin South. A calendar is also distributed with the newsletter at the start of each month. At the beginning of each school year grade teachers send home information outlining the day to day activities, themes and homework expectations for their grade. School information, including the newsletter, is also published on the school website: [www.drouinsouth.vic.edu.au](http://www.drouinsouth.vic.edu.au)

PARENTS CAN HELP AT SCHOOL WITH ...............

- 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 and Friends Association.
- Schools Basketball

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.

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.

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. At the end of each term this time is altered by one hour 2.10 to 2.30pm.

Parents are also encouraged to use the car parking facility next to the 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 BUS

A school bus is available from Drouin to Drouin South each school day. This service is provided by the School Council and NOT the Department of Education. Fares for this service include GST. A single ticket in 2014 is $90 per term or family ticket $150 per term. Refunds cannot be provided. Please contact the office for "Pick Up" and "Drop Off" points in Drouin. If you live in the rural surrounds of Drouin South your child may be eligible for a country bus service. Parents are further advised that they are responsible
for their children’s behaviour whilst waiting for the bus in the morning and on leaving the bus in the afternoon. A copy of the bus route is included near the end of this booklet.

**PARENT PAYMENTS TO THE SCHOOL**

The school provides free instruction in the standard curriculum program. The standard curriculum program includes core learning and teaching activities associated with the Australian Victorian Essential Learning Standards (AusVELS). Payments by parents to the school fall into three categories; Essential Education Items, Optional Extras and Voluntary Financial Contributions.

**Essential Education Items**

These items are required by each child and can be ordered through the school. These will be available before the end of the school year and will be packaged for each child. The cost of each package is very economical as we have access to quality products at reduced prices through bulk purchasing and, where applicable, authorised GST exemptions. The school makes no profit or financial gain from these items. The savings to parents are substantial and this benefit is directly passed on to you. By using this method all children will have the correct exercise books with appropriate lines for their grade level, text books and the necessary stationery.

**Method of Payment**

1. Full payment on the day of purchase.
2. If you are an EMA recipient, the school’s portion can be used towards the payment of requisites. The balance owing must be paid on collection of requisites.
3. Other arrangements as negotiated with the Principal.

**Optional Extras**

The students can access other programs and activities within the school that have an extra cost involved. Optional extras are offered on a user-pays basis. Parents / guardians may choose whether their child accesses or participates in these activities. Optional activities at Drouin South include school camps, excursions, cooking activities and visiting performances. All activities are planned well in advance and we try to give parents at least six weeks notice where the cost is significant. The three visiting performances occur throughout the year and parents are asked to pay with their booklist at the start of the year. The fee in 2013 is $22.00 for all three performances.
Voluntary Financial Contribution
The school invites parents to make a voluntary contribution to the school to enhance educational programs and enrich their child’s school experience. The school uses voluntary contributions to purchase new books and resources for the library, access and maintain student computers and for grounds beautification. In 2015/16 we are asking for a $25 voluntary financial contribution per child.

SCHOOL GROUND SUPERVISION
All recesses and lunch times are supervised by teachers on duty, as well as before and after school. For the security of staff and students at DSAPS all employed staff wear an official name tag. Parent helper badges are worn by those people who give their valuable time to our School. All visitors must report to the office on arrival at school.

Although teachers are often at school early, they are engaged in tasks which, by personal choice, are being done in their own time. Supervision is not provided until 8.45 am. Consequently, parents are notified that no responsibility is accepted for children in the morning until 8.45 am. In the afternoon, supervision will be provided until 3.30 pm. Bus travellers will be supervised at After School Care until the departure of their bus. Children still at school after 3.30pm will be required to report to the office until they are collected.

OUTSIDE SCHOOL HOURS CARE – Before and After School Care
Before and After School Care is conducted in the Art/Craft Community centre. The service operates from 7.00am – 8.45am in the morning and 3.30pm – 6.00pm in the afternoon. The program is coordinated by Jenny Eacott who runs a varied and interesting program for children in her care. If you wish to use this service please contact the office for a booklet with enrolment procedures, costs and information about child care benefits.

SCHOOL TIMES
- 9.00 Start
- 11.00 - 11.30 Recess
- 1.30 - 2.15 Lunch
- 3.15 Finish
TERM DATES
2016
Term 1 27th January to 24th March – students start on Thursday 28th January
Term 2 11th April to 24th June
Term 3 11th July to 16th September
Term 4 3rd October to 20th December

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

Parents are required to provide a copy of a birth certificate or baptismal 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: PREP CHILDREN HAVE A REST DAY EVERY WEDNESDAY DURING THE MONTH OF FEBRUARY.

IMMUNISATION AND SCHOOL

An Immunisation Certificate must be presented to the school when you enrol your child in Preps.

INFECTIOUS DISEASE

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.

<table>
<thead>
<tr>
<th>Disease or condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>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.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis (acute infectious)</td>
<td>Until discharge from eyes has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease or condition</td>
<td>Exclusion of Cases</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>----------------------</td>
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</tr>
<tr>
<td>Giardiasis (diarrhoea)</td>
<td>Until diarrhoea has ceased or until medical certificate of recovery is produced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth</td>
<td>Until blisters have dried</td>
<td>Not Excluded.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>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</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiousum fifth disease)</td>
<td>Exclusion not necessary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Pertussis (whooping cough)</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>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.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, Scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rotavirus (diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shingella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Re-admit the day after appropoiate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigella (diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal infection (inc. scarlet fever)</td>
<td>Exclude until the child has received antibiotics treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appopreriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>
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 contacting 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 notify Administration in writing of the child’s name, dosage and time to be given so that medication can be administered correctly. Medication is stored in a secured area within the administration offices.

**SCHOOL RECORDS - PRIVACY**

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.
From time to time families’ circumstance may change, for example, emergency telephone number, residential address and children’s medicational 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 CODE OF CONDUCT – BEHAVIOUR MANAGEMENT PROGRAM**

**Code of Conduct**
The Student Code of Conduct for students at Drouin South Primary School has been formulated by the school and is consistent with Department of Education guidelines and regulations.

We recognise that our school must provide, develop and maintain a safe and harassment free school learning environment. This recognition will allow students to grow, to value the group’s/individual rights and one’s responsibilities at all levels of their primary life.

The Code of Conduct has the following principles at its core:
- All children have the right to be safe
- All children have the right to work and play without interference
- All children should be encouraged to be polite, courteous and well mannered
- All children are to be treated with respect and kindness
- All children are encouraged to exhibit pride in oneself and their school
- Teachers should expect to be able to teach in an atmosphere of order and co-operation
- Parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment
- Principal and staff have an obligation to implement a set of procedures to enable the Code of Conduct to be applied fairly, equitably, reasonably and consistently.

**School Rules**
There are six basic school rules that have been developed within the parameters of the Code of Conduct:
- Move and play safely
- Care for yourself, others and property
- Resolve problems calmly, sensibly and fairly
Respect others through your speech, manners and actions
Work as well as you can and allow others to do the same

At the start of each year, teachers will establish a set of classroom rules for their own classes that are consistent with the whole school rules and discuss with their grade the common playground rules and consequences.

**Behaviour Management**
The school has a 4 page pamphlet that explains the rules and consequences of the school. It has been developed by the school taking into consideration the school Code of Conduct, Student Welfare policy and Anti-bullying and Harrassment policy. It is distributed at the start of the school year to all families and with the school information pack. It is also available from the office on request. Parents are advised to read this document and explain its operation to their child/ren so that they are familiar with its content.
# DROUIN TOWNSHIP - BUS ROUTE

**Morning Pick Up Times**

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**Afternoon Drop Off Times**

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*Arrive at School 8.52 a.m.*

*Leave school 3.18 p.m.*
**CHILDREN LEARN WHAT THEY LIVE** - consider this at all times:

- If children live with criticism they learn to condemn.
- If children live with hostility they learn to fight.
- If children live with ridicule they learn to be shy.
- If children live with tolerance they learn to be patient.
- If children live with fairness they learn justice.
- If children live with security they learn to have faith.
- If children live with approval they learn to like themselves.
- If children live with acceptance and friendship they learn to find love in the world.

- **Do ours?**

*Adapted from the poem by Dorothy Law Nolte*