

JINDIVICK PRIMARY SCHOOL

**INFORMATION
BOOKLET**



Caring Sharing Learning

Jacksons Track Jindivick 3818 ph. 03 5628 5293
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Principal – Mrs Wendy Arnott

SCHOOL PROFILE

Jindivick Primary School was established in 1877, in one of the richest agricultural areas in Victoria.

Jindivick is situated 17 kilometres north of Warragul. The school is located in a rural setting. The school grounds consist of .8 hectares, and are situated in one of the most scenic locations in Gippsland, with views ranging from the Baw Baws to Westernport Bay on a clear day. The many well established trees provide shady areas for the children. We have a large oval for sports, an all-weather multipurpose court and a recently completed natural playground which was funded by the Inclusive Schools Fund. The current enrolment is 62 students. The school consists of four classrooms, a STEM (science, technology, engineering and mathematics) classroom, an art room and a community / music room. The Administration area, incorporates the office, staff area, administration area and sick-bay. We have a strong sustainability focus including: a vegetable garden, compost bins, worm farm, 'rubbish-free' lunches and caring for our school environment as well as our local community environment.

The staffing establishment consists of 4 teachers, a .2 LOTE (Mandarin Chinese) LOTE (Languages other than English) Teacher, three Integration Aides and a Business Manager. We also have the MARC (Library) teacher one day per fortnight. Our teachers are committed to continually improving and evaluating their professional skills with a further aim to maintaining meaningful communication between teachers, pupils and the community as a whole.

At Jindivick Primary School, we aim to develop our students to their highest level academically, socially and personally, in a pleasant, stimulating environment. An emphasis is placed on the total development of the child through constant ongoing confidence building and learning activities such as personal development, Inter School sports, an intensive swimming program, seasonal events, excursions, camps and concerts. Communication, Literacy and Numeracy, and Social Awareness are emphasised, as well as developing an ability to think coherently and logically, and decision making.

The school provides a comprehensive balance of curriculum for all students in Foundation to year six, using the Victorian Curriculum.

Major focuses are in Maths, English, Arts, Humanities, ICT, Science, Interpersonal Development, Personal Thinking and Health / PE.

We use an integrated approach to the other domains / dimensions.

Our school recognises the benefits of belonging to the Tarago Cluster of rural schools, and values its relationship with the three other schools. The school benefits from programs with the TEC (Tarago Education Community) local pre-schools, Primary Schools and the Neerim District Secondary College.

Regular group days, Winter Sports Program, Camps and Annual Sports also provide additional opportunities for social interaction.

Parents and the local community are a vital part of our school, and are recognised and welcomed as an integral part of our school program. Parents assist with curriculum activities. Well attended working bees, as well as gardening and grounds maintenance sees a continual improvement of Jindivick Primary School and its environment.

Jindivick Primary School will remain committed to maintaining the educational needs of our students into the future. The use of technology will be increasingly used to deliver quality programs.

The school community is continually working towards the improvement and development of our physical environment, to enhance the grounds and play areas for the children. There is active promotion of school events through the Jindivick Newsletter and the involvement of the school in community events.

BROAD GOALS FOR THE SCHOOL, DERIVED FROM STATEWIDE POLICIES -

RELATING TO THE GENERAL NATURE OF THE SCHOOL

<p><i>Jindivick Primary School is committed to being a Child Safe organisation All children need to know they have a right to be safe and speak up. We need to listen and hear what children and young people are telling us.</i></p>

1. To provide a friendly and safe and purposeful environment in which students are able to value and enjoy learning.
2. To provide an atmosphere in which students show consideration for, and tolerance of, the needs of others and the general environment in which they live.
3. To develop the school as an integral part of the community in which it serves, and to work with others to provide the most worthwhile education for its students.

RELATING TO THE GENERAL NATURE OF THE SCHOOL'S CURRICULUM

1. To provide a range of learning experiences which will enable each student to discover and develop his or her own abilities and interests.
2. To provide learning experiences which will challenge, extend and motivate all students to pursue activities in order that they may reach their full potential, whether that be in an intellectual, physical or aesthetic sense.
3. To provide learning experiences which convey meaning to students by showing the connections between ideas and practices.

RELATING TO THE WAY IN WHICH A STUDENT LEARNS

1. To provide opportunities for all students to question and to form values, ideas and opinions of their own in forms which value and test their conclusions.
2. To provide opportunities for students to learn in settings both within and beyond school.
3. to provide opportunities for students to learn with and from each other through a range of flexible grouping arrangements.

RELATING TO LEARNING OUTCOMES

1. To provide opportunities for students to apply their general understanding about the world in which they live, to pose, test out and reach some resolution of problems and issues that they see as important.
2. To develop within all students a range of activities that will enable them to communicate readily at home, at school and in the community.
3. To provide opportunities for students to show leadership, tolerance and teamwork and be challenged physically through activities in outdoors.

INFORMATION FOR FAMILIES

We trust your stay with us will be a rewarding and enjoyable one. Please become involved in your child's school, as it is in this way you and your child will gain maximum benefit.

TERM DATES 2020

Term 1: 29 January to 27 March
(teachers start 28 January)

Term 2: 14 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

* Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes.

DURING FEBRUARY, FOUNDATION CHILDREN ONLY ATTEND SCHOOL ON MONDAY, TUESDAY, THURSDAY AND FRIDAY, LEAVING WEDNESDAY AS A REST DAY

PARENTS MUST COLLECT FOUNDATION STUDENTS AT THE CLASSROOM DOOR DURING FIRST TERM

DAILY TIMETABLE

NORMAL OPERATION
SCHOOL COMMENCES AT 9 am

CHILDREN SHOULD BE AT SCHOOL BY 8.50 pm

MORNING RECESS	11 - 11.30 am
LUNCH RECESS	1.30 - 2.30 pm
DISMISSAL - ALL GRADES	3.30 pm

EARLY YEARS

There is a regular two hour Literacy/English block we put aside each day, for Foundation to grade 6 children.

MATHS will be allocated an hour block each day.

CHINESE (Mandarin) is our LOTE (Languages Other than English) subject.

Curriculum time allocation is :

Foundation – grades 1 & 2, grades 3 & 4 and grades 5 & 6 - one hour per class per week

LUNCHES

We strongly encourage 'rubbish free lunches' without using plastic wrap etc. Lunches are to be eaten in the classroom or the undercover area each day, under the supervision of duty teachers.

WORKING BEES

Upkeep of our school grounds and buildings is a School Council responsibility. From time to time, working bees are called to assist with this maintenance or to carry out our improvements.

We urge you to help us on these occasions.

Some families find they are unable to assist at Working Bees. Many of these families assist us by contributing to our maintenance fund.

Our grounds provide a pleasant environment for your children. Your assistance is required to keep them in good condition.

SCHOOL UNIFORM - SCHOOL COLORS - GOLD & BLACK

Students are expected to wear uniform to school and on excursions unless otherwise noted:

SUMMER Green and white check school dress
Bottle green, grey or black shorts
School shirt or Jindivick polo-shirt
Black basketball shorts

HAT POLICY As part of general Sunsmart strategy – children are required to wear **broad brimmed (minimum 8cm brim) hats whenever they are outside for all outdoor activities from September to the end of April and whenever UV levels reach 3 and above**

WINTER Jindivick pinafore (bottle green & gold)
Gold skivvy or school shirt
Long-sleeved gold polo shirts
Bottle green or black track pants
Jindivick windcheater Jindivick Bomber jacket

Jindivick Primary School uniform is available from:

Jindivick Primary School - hats, JPS back packs, and some second hand uniform items

BELEZA 5/6 Williams Square, Warragul VIC 3820 (03) 5622 2930

SECOND HAND UNIFORM ITEMS – the school often has second hand items available at very reasonable prices – please ask at the office

All footwear shall be removed when children enter the classroom. Could parents please ensure that children have alternative footwear at school.

MEDICATIONS

Children in Foundation to Grade six needing to receive medication while at school should hand it to their teacher, with clear written instructions on how to and when it is to be administered. Parents should notify teachers when any child needs to receive medication whilst at school.

We would appreciate parents informing us, using our **Medical Action Plan** proforma, of any recurring medical conditions or illnesses their child suffers from.

PUPIL ABSENCES

The Department of Education requires parents/guardians to supply to the school, a **written letter or email** explaining the absence of any child. *Forms for acknowledging absences are available in the Office.* If a child or children are to be absent, the teacher is to be notified by 9 am. The Compass attendance system will automatically send an SMS to parents if students are not at school by 11 am.

This is a precaution and safeguard against abduction, accident etc.

*Emailing of absence notes is encouraged jindivick.ps@edumail.vic.gov.au

SWIMMING

Swimming is considered part of the Physical Education Curriculum. Regular lessons are conducted under the supervision of Austswim trained instructors during 3rd term, taking place at the heated Warragul Indoor Pool Centre.

AFTER SCHOOL PICK UP

Please make sure children and teachers are aware of any changes to normal pick-up routines.

If you need to pick up children either later or earlier than normal, please give us suitable notice.

****The car park beside the school is reserved for staff only for safety reasons.***

IF YOU ARE DELAYED, PLEASE NOTIFY THE SCHOOL.

Phone 03 56 285 293

DISMISSAL SAFETY

Jacksons Track is potentially dangerous. Please ensure your children are well versed in safety procedures on meeting you after school. **Children are to be met at the gate, and not to be allowed to cross the road without adult supervision.** Please park on the road at the school side, or use the carpark at the block next to the school if this is not possible.

PLEASE NOTE THE SPEED LIMIT DURING MORNING AND AFTERNOON PICK UP TIMES IS 40 km.

If you are unable to pick up your child from school by 3.45 pm, for any reason, we would appreciate a phonecall to notify us and your child. After this time, children still at school will be taken inside until pick up by parents or specified friends / guardians. We particularly request that a nearby, emergency contact be filled in on your enrolment form, for emergency reasons.

BIKE RIDING TO SCHOOL

If your child rides a bike to school, he or she **must wear a helmet**. Riding bikes in the school ground is not permitted. **Bright (ie fluorescent) clothing is recommended.**

ENROLMENT PROCEDURES

At the time of enrolment, parents are expected to present an immunisation certificate which gives details of the immunisation status of the child. These certificates are available from the Municipal Health Officers. If a parent has not obtained this certificate prior to the first day of schooling, the child should be admitted but the enrolment is not treated as complete until the certificate is presented. It is the parent's responsibility to ensure all immunisations are completed by the start of the school year. Municipal Health Officers are in a position to assist with these cases. A copy of their Birth Certificate is also required. Children must be five years of age by the 30th of April in the year they begin school.

CONVEYANCE ALLOWANCE

Conveyance allowance is available on application, to students who live 4.8 km or further from their closest school. Certain criteria must be met to be eligible including that Jindivick Primary School is the closest school to a family's place of residence. Application forms are available from the school. The allowance is paid twice yearly, at the end of terms 2 and 4.

INTERVIEWS - SCHOOL PROBLEMS

If at any stage, you have problems relating to any aspect of the school, please contact the Principal without delay.

*Interviews may be arranged with staff members at any time.
Parent / teacher interviews will be held during the year.*

Please remember, school problems can only be solved by open communication between the school and the parents.

REPORTING TO PARENTS

This is done by means of a combination of written reports, twice yearly, and Parents Interviews.
(refer to Reporting to Parents Policy)

ALL FOUNDATION CHILDREN are given a 'starting school kit' from the Government the first week of school. The cloth bag included in the kit can be used throughout the year as a library bag.

COMPULSORY MATERIALS FEE

Set by School Council and reviewed annually, to cover the cost of consumables such as paper, art materials, stationery and computer consumables. For 2020 the fee is \$110 per student. In 2021 fees will increase to \$120 for the first student in a family and \$110 for other students in the same family.

SCHOOL CONTACT

The school phone number is 03 56285 293 email Jindivick.ps@edumail.vic.gov.au
Parents are asked to refrain from ringing the school except in the case of emergency in school hours. They should ring between one and two p.m. Parents are also asked to refrain from long conversations with staff between 8.45 and 9 a.m. as this can effect lesson preparation.

DISASTER INFORMATION

For local / school disasters, eg. fire - children are evacuated to the Tennis Courts near the Hall or the Jindivick Cricket Ground, depending on the situation.

For major disasters, they will be evacuated to a place as directed by Fire Brigade or Police. In the case of disaster, with the school needing to be evacuated, or because of an inability to contact the school via the phone, please contact the -

Directorate of Education, Regional Headquarters Moe on 51 270400
Displan Officer on 51 - 966 130 Department of Education Emergency number 03 9589 6266

CLUSTER DAYS WITH THE TARAGO CLUSTER SCHOOLS

Children will be involved in Cluster Days at various venues during the year. It is a normal school day, and as such, all children are expected to attend. Children will be normally transported by bus or parent transport as needed. Cluster days are also part of our transition program, helping children in the step from Primary to Secondary School.

MONEY

When money is forwarded for school activities, it should be brought in a sealed, named envelope and placed in the tray in the office. Whenever possible, the correct amount should be enclosed. Direct deposit to the school account is also encouraged. If the amount is \$50 or more please give directly to a teacher.

SCHOOL EXCURSIONS OR CAMPS

School excursions provide valuable first-hand educational experiences during the year. All excursions are held under the Approval of School Council. Care is taken that there are viable educational objectives in the excursion, and there are Preparatory and Follow up lessons. Continuing regard is given to the cost to parents, but our policy is that no child should miss out if it can be avoided. An indemnity form must be returned before children are permitted to attend excursions or camps. Transport is generally provided by either private (parent) transport or mini bus or school bus.

REPORT AND CURRICULUM DAYS

The first day of each school year is mandated by the Department of Education as a pupil-free day. In addition three other days per year are conducted by the school to inservice teachers in curriculum areas. All these days are held with the approval of School Council and there is no school for children on these days.

SCHOOL COUNCIL

School Council consists of up to eight parents and three DEECD representatives including the Principal.

The Council is responsible for controlling expenditures of monies and educational policy.

Responsibility for Education Policy means that the School council will decide the major direction of the School Program. Specifically, the Council will be involved in *-The determination of curriculum objectives; the use of resources, and broad organisation of policies.* On the other hand, it is the responsibility of the Principal and Staff to choose the educational means of realising Council Policy.

MOBILE RESOURCE VAN (M.A.R.C VAN)

The MARC van visits for a day each week and is based at Neerim South P.S. A trained teacher / librarian takes literature / library lessons and children can borrow, then exchange books from a wider range than our school is able to offer. Each school provides 50% of it's allocation from grant money, plus a per capita grant, to provide further materials and repairs to materials

SCHOOL MEDICAL SERVICE

The School Nurse visits annually to conduct health checks on Foundation grade children. At this time, teachers or parents may refer children to the nurse for health related assessment.



INFECTIOUS DISEASES EXCLUSION TABLE

The Department of Education's table defines certain compulsory absences in case of infectious diseases, the most common of which appear below.

EXCLUSION PERIOD

MEASLES	7 days after the appearance of the rash
RUBELLA (german measles)	Until full recovery and at least 4 days from onset of rash
MUMPS	Until fully recovered
IMPETIGO (school sores)	Until school sores have fully healed
CHICKEN POX	Until fully recovered
WHOOPING COUGH	4 weeks from the beginning of the whoop, or until medical certificate is produced
HEAD LICE	No exclusion if treatment taken
INFECTIVE HEPATITIS	Until a medical certificate is furnished
RINGWORM	Until appropriate treatment is commenced, supported by a medical certificate when requested

No contacts with the above are required to stay away from school. In cases of other illnesses, parents are asked to contact the school for advice or exclusion of children.

Good health is vital to maximum school progress. Parents can help by isolating their child as soon as possible when an infectious disease occurs.

At all times, teachers attempt to care sympathetically for your child, but our facilities are inadequate to cater for medical emergencies. Please contact the child's teacher if the phone number registered with the school is changed. An emergency number is also needed.

HOME IS THE BEST PLACE FOR A SICK CHILD

READING & WRITING

From your own experience you will have realised that individual children walk and talk at widely different ages. In the same way, they are ready to read at varying times. In order to walk, certain skills are necessary. So it is with reading and writing. Readiness skills are varying and complex so there must be appropriate activities to help prepare children for reading and writing.

Parents can do a great deal of work to foster the desire to **want** to learn to read and write, but they must also be aware of the danger of making hurtful and damaging observations and comparisons, especially with other children.

HOW PARENTS CAN HELP WITH DEVELOPMENT OF SKILLS NECESSARY FOR READING AND WRITING :

- Read to the child at **ALL** ages, particularly about his / her interests
- Help him / her to interpret (sound out) road signs, advertisements, television slogans
- Let him / her see you enjoy reading books at home
- Let them write – eg. shopping lists, phone numbers and names
- Help him / her to appreciate that reading is for pleasure and purpose, not just a mechanical skill
- Encourage him / her to describe his/ her experiences and to participate in discussions
- Write about important experiences for him / her
- Help him / her to recall and retell stories
- Make regular visits to your library, and let him / her choose his/her own book
- Encourage your child to observe differences and similarities in the world around him / her
- Give him / her the opportunity to talk and help with constructing sentences. Listening is important to a child as this is how he or she practises language
- Making collections of pictures, etc. for scrap books relating to topical news, eg. *the show, Easter*



PARENT HELP - INVOLVEMENT

Parents are encouraged to become involved in school life. We require assistance in the traditional parent help areas such as sports, library work, swimming, camps and excursions, working bees, gardening, reading, language, maths, science and technology and art activities.

PARENTS & FRIENDS GROUP

The Parents & Friends Group meets on a monthly basis at school. This is an active and friendly committee, and our meetings are a social as well as a working time. We will make you most welcome.

SCHOOL COUNCIL

School Council meets on the third Thursday of each month, at 7.30 pm.

ALL MEETINGS ARE OPEN TO PARENTS

The Council consists of up to eleven members - *three Department of Education representatives*
- *up to eight parent members*

Elections are held in March each year

PRESENT PARENT MEMBERS OF THE SCHOOL COUNCIL ARE -

President Sean Whitaker

Vice President Kathleen Chandler

Secretary Michele Baker

Treasurer Samantha Whitaker

Members

Tara Kiker Sean Whitaker

Kathleen Chandler Sam Whitaker

Kristy Franz

Principal - Executive Officer Wendy Arnott

Staff / DET representatives Angela Brown

Michele Baker



JUNIOR SCHOOL COUNCIL

There is also a Junior School Council, formed from children of all ages at the school. They meet at regular intervals, and raise funds for equipment they feel necessary for the school, with the approval and aid of the School Council, as well as the Parents & Friends Group.

CODES OF PRACTICE

School Council Code of Practise

The Council of Jindivick Primary School acknowledges that it operates within the Education Act and Regulations. It is School Council's responsibility to manage resources and develop policy. In the decision making process, School Council will -

- support the Principal / Executive Officer in the implementation of the budget
- the primary consideration in all decisions will be the learning needs of our pupils
- community consultation will be a part of all major decisions
- people's rights will be at all times be respected in confidential matters before Council
- Council members will be trained in their roles and responsibilities and provided with all necessary information to assist with decision making
- School Council decisions will be publicly justifiable
- loyalty to the school, it's charter and staff will be demonstrated
- public comment will be the responsibility of the School Council President and Principal
- a majority vote is required to resolve all disagreements

School Council has agreed to the following practises -

- Council will meet at least once per month in each term, with a minimum of eight meetings per year
- an apology is requested if councillors cannot attend meetings
- the Executive Officer of the Council will ensure that the Council is fully advised on all matters
- that the school community be advised of Council decisions
- that sub-committees be developed to assist School Council

Jindivick Parents & Friends Code of Practise -

The Jindivick Primary School Parents & Friends Group is a committed and sociable group of parents and friends devoted to the betterment of the school and it's pupil.

Aims and objectives :

- to provide a contact point between parents and the school
- to be an open and approachable group of parents sharing school and community information
- to work cooperatively with the Principal, staff and School Council
- to allow a point of contact without obligation for new parents
- assist in the coordination of school activities
- liaise directly and regularly with the Principal and School Council
- raise funds and with the approval of School Council, assist in the acquisition of equipment and materials which benefit the children of our school
- to enhance the children's learning environment

Operational Practises - Jindivick Primary Parents & Friends Group will -

- meet once per month
- follow meeting procedures and resolve disagreements democratically
- keep the Principal and teachers aware of proposed events and activities, seeking School Council approval or all proposals, and the community informed via the school newsletter
- provide a monthly report to School Council
- apply school rules, and expect parental supervision of children at functions held by the Group

PRINCIPAL CODE OF PRACTISE

The Principal of Jindivick Primary School is accountable for the overall management, organisation and development of the school within Department of Education policies and the statewide guidelines.

The Principal shall -

- act as an Executive Officer to the School Council
- work closely with and provide leadership, advice, information and support to School Council, Parents and Friends Group, staff, parents and students
- manage the development and operation of the school's financial and administrative systems
- implement the School Charter and School Council policies
- initiate and support programs that foster a caring and harmonious relationship between teachers, students and parents
- encourage and promote the use of quality teaching and learning practises
- promote opportunities for the professional development of staff
- regularly inform the school community on performance and effectiveness of school programs
- encourage involvement of staff and the school community in all decision making and in the implementation and achievement of charter goals and priorities
- demonstrate an interest in, and an understanding of the school community
- ensure a safe, effective and harassment free environment for students and staff

STAFF CODE OF PRACTISE

The staff at Jindivick Primary School are part of a team led by the Principal responsible for providing quality programs that ensure opportunities and success for all children

The staff at Jindivick Primary School are committed to the following professional responsibilities .

They :

- believe that all students have the capacity to learn
- have a duty to protect children and young people from abuse and follow procedures for responding and reporting suspected child abuse
- have an understanding of how students develop and how they learn
- recognise and challenge students to learn to their potential
- recognise and respond to individual differences
- teach all students equitably and justly

Teachers have the right :

- to work in a safe and caring environment
- to be treated with respect and consideration
- to develop professionally
- to appropriate facilities and resources

Teachers have a responsibility to :

- maintain a professional relationship with other staff, parents, students and the wider school community
- promote self esteem, confidence and self worth amongst students and recognise all students achievements
- monitor and assess students regularly using a variety of techniques
- report accurately to parents on student progress, strengths and weaknesses in a meaningful, clear and accurate manner
- inform the community about continual updates / philosophies / methods in education
- recognise the importance of confidentiality
- be responsible for their professional development and share skills and materials with other staff
- implement school policies and procedures
- recognise the importance of home / school / community partnership
- foster communication, cooperation and learning
- explain to children 'why' certain things are being done
- encourage risk taking and learning from errors
- challenge students with achievable expectations
- engage children in meaningful learning situation with measurable outcome

COMMUNITY CODE OF PRACTISE

The Jindivick Primary School Council and staff acknowledges and values the partnership and close working relationship it has with parents, children and community members of the town and surrounding district.

This is demonstrated by :

- taking every opportunity to use local knowledge and expertise
- regular communication, feedback and recognition given to the community via such means and school and community newsletters and meetings
- monitoring community satisfaction with the school through the use of surveys and meetings
- allowing the community appropriate access to the facilities and resources of the school
- giving the community an avenue for contact and involvement in the school through Parents & Friends Group and School Council
- community involvement in school fundraising through the Parents & Friends Group and School Council
- an open invitation to contact staff on an informal basis, to clarify information and resolve problems
- our support of, and interaction with local community organisations and functions

The school community has a responsibility to :

- support and encourage children's learning
- display courteous and responsible behaviour in all interactions with staff, students and parents
- show respect for individuality and difference
- work cooperatively to achieve goals and provide constructive feedback
- be responsible at community functions outside of school hours for the behaviour of their children

The school will follow appropriate protocol in dealing with community members by :

- respecting the rights of community members
- ensuring the level of involvement by community members
- ensuring the level of involvement by community members or organisations is realistic
- giving recognition and appreciation to individuals and organisations through school and community newsletters and notes of thanks
- advertising open days and celebrations of the school locally through the community, and in the local paper



STUDENT CODE OF CONDUCT

The School Council and teachers believe that Jindivick Primary School should be a happy stimulating environment underlined by the fundamental principles of *caring, cooperation, courtesy, consideration and commonsense*. Our school endeavours to meet the needs of all children, encouraging them to take responsibility for their own behaviour and actions.

Responsibilities of all children :

- to treat others fairly without discrimination
- to treat others with respect and kindness
- to allow others to express their opinions
- to show tolerance, respect and thoughts for others
- to attend school regularly, to complete work and assignments and to allow others to work without interruption
- to know and obey rules designed to keep the school a safe place
- to take care of themselves and their own and other's property
- to be honest and truthful about their own behaviour
- to take pride in and care for the school

School Rules

Because students have the right to be safe and secure, all students will follow these rules :

- **Care for yourself**
- **Care for others**
- **Care for property**

Our Approach to Discipline

Our school believes that a positive approach to behaviour is essential to foster a school environment within which personal responsibility and self - discipline will be developed.

Breaches of Code Behaviour

When students break school rules, the initial step is to explain the inappropriateness of the student's action. Positive, coping strategies will be discussed. If regular or serious breaches occur, some of the following procedures will apply :

- warning, possible followed by discussion or entry in the behaviour book
- removal from activity
- period of time out
- repeating a given task appropriately
- a period of detention
- parental contact
- apology (written or verbal)
- removal of privileges
- limited yard facilities
- accompanying duty teacher
- referral to the Principal
- suspension for continuing disruption or dangerous behaviour
- School Support Service assessment

The student Code of Conduct will operate within the guidelines of the Department of Education