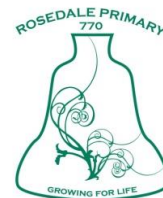


# Rosedale Primary School No. 770



**We foster happy, socially well-adjusted children, who confidently develop to the best of their ability, in a caring and engaging positive learning environment.**



## Parent Information Booklet 2017

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## **PARENT INFORMATION**

### **INTRODUCTION:**

We would like to welcome all families to Rosedale Primary School and hope that this will be the start of a happy and fruitful association with our school. Rosedale Primary School was built in 1865 and we have a proud history of providing effective educational programs for all students, celebrating our 150<sup>th</sup> anniversary in February 2015.

Rosedale Primary School fosters happy, socially well-adjusted children, who confidently develop to the best of their ability, in a caring and engaging positive learning environment.

We have developed a "Growing For Life" curriculum - Growing Me; Growing Us and Growing the Environment.

Our school values underpin all that we do here at Rosedale. The values that form the basis for all of our actions are: FLAIR

**Friendship – I will be a friend**

**Learning – I will learn**

**Acceptance – I will be accepting**

**Integrity – I will show integrity**

**Respect – I will be respectful**

LEARNING is our core business. FRIENDSHIP, ACCEPTANCE, INTEGRITY and RESPECT are important for personal, community and global development. The sustainability of these values will provide our students with the personal attributes they will need to become responsible and effective citizens of the future.

### **Rosedale Primary School Growing for Life and Growing with FLAIR.**

With an extremely caring and conscientious staff and modern facilities, we offer an outstanding service in primary education.

Co-operation between schools and families is essential and we ask that you share in the education of your child and become part of our school community. As Principal, my door is always open to parents wishing to discuss their child's progress or anything at all related to the school. I welcome and encourage you to become involved as this is the best way to support your children in their learning.

If you require more information please don't hesitate to phone or call in at school.

Fiona Knight  
PRINCIPAL



### **SPORTING SCHOOL'S PROGRAM (Former Active After Schools Program)**

This program provides a fun, free and safe introduction to sports and physical activities after school from 3.15 to 4.15pm two days a week, six weeks a term for three terms. Register your interest at the front office.

### **ART**

Children are expected to wear an old shirt or an art smock to avoid staining their clothing.



### **ASSEMBLY**

We conduct assemblies in the courtyard on Friday afternoons at 2.45pm. Parents are welcome to attend.

### **ATTENDANCE**

When your child is absent from school we require a written explanation or a personal contact. Infectious diseases require exclusion from school, and you will find the details in this handbook. Children arriving during the school day, or leaving before the end of the school day, need to be signed in or out, by the parent or guardian, at the school office. We operate by the motto, "It's Not OK To Be Away".

## **BICYCLES**

Children riding bikes and scooters to school must leave them in the bike shed. No children are allowed in this area during the school day unless granted permission. For safety reasons, students are not permitted to ride their bike / scooter / skateboard on school grounds. Bikes must be walked to and from the bike enclosure across the school crossing. Helmets should be worn for riding to and from school. Research has shown that for safety reasons children under ten years should not ride bicycles on the road unaccompanied.

## **BREAKFAST CLUB**

We operate a Breakfast Club from 8.30am each Wednesday and Thursday morning. A local volunteer supervises this.

## **CAMPS**

The Outdoor Education Plan includes special activities arranged for:

- Grades P- 2: Day trips to the local area.
- Grade 3/4: Two nights at local outdoor activities camp, eg Camp Coonawarra.
- Grade 5/6: Educational four day tour of Melbourne.

## **CAR PARK**

To ease congestion, we have a pick up / delivery bay which is only for this purpose. Any longer stay requires finding a suitable park in the gravel area or car park. It is essential for the safety of our students that parents use the car parks provided and follow the directional arrows. The disabled parking area is to be kept free for disabled parking only.

## **CHILDREN'S TOYS AND VALUABLES**

Children's toys or valuable items, unless specifically asked for by a teacher, should be kept at home. It is difficult sometimes for children to care for these properly at school and the chance of breakage is high.

## **COMPUTERS**

All children have access to classroom computers. The school is connected to the internet and iPads and notebook computers are available in all classrooms. There are controls on use of the Internet, with children and parents needing to sign an "Internet Code of Practice Permission Form", before gaining access.

## **DENTAL SERVICE**

Victoria's public oral health service provides all children under 12 years old with check-ups, advice and treatments from community-based dental clinics. Telephone 1300 360 054.



## **DISCIPLINE**

Our policy is based on our FLAIR Values and an Assertive Discipline Program as a whole school approach. FLAIR expectations are clearly explained and consequences applied with a focus on the positive aspects of the student's behaviour. Your support is vital for the success of the program. A copy of our expectations is included in this handbook for your information (page 23). Our school takes a strong stand against any form of bullying, as evident in our "Anti-Bullying Policy".

## **EMERGENCY INFORMATION**

This information is kept at the school office and records name, address, and phone number of students as well as emergency contact names and their phone numbers. Should you change your address or phone number, please advise us promptly. Please keep all contacts up to date.

## **FOOTWEAR/JEWELLERY**

Strong, comfortable footwear in which a child can run and climb is recommended. As outlined in the Dress Code Policy, thongs, and high heeled shoes/boots are totally unsuitable for school wear.

Please name all articles of clothing so that lost articles can be quickly returned to their owners. Items of jewellery are best left at home. Some items of jewellery are quite dangerous in a school setting. Examples of such items would be earrings, bangles and necklaces. These should not be worn to school. A stud or small sleeper in the ear is acceptable.

## **"GROWING FOR LIFE"**

"Growing For Life" is our school developed curriculum program for all year levels. This encompasses the kitchen and garden program. All children spend time in the garden shed and in the cookery centre working with the Growing the Environment and Cooking specialists to further develop an appreciation of fresh seasonal produce. Gardening gloves and aprons for kitchen use are provided. There is a levy included in the school fees to supplement the cost of the consumables in the kitchen.



*Judges arriving for the Victorian State Garden Award*

## **HEAD LICE**

The presence of head lice in schools is an unfortunate fact of life. The co-operation of all parents is sought in helping to ensure this nuisance is minimised. Regular checking of your child's hair, with prompt treatment if necessary is important. Notes are sent home with every member of a class when a child is found to have head lice. Please inform your child's teacher or the Principal should you detect head lice in your child's hair. A copy of the Head Lice Policy is included in this booklet.

## **HOMEWORK**

Homework aids students by complementing and reinforcing classroom learning, fostering lifelong learning and student habits and providing an opportunity for students to be responsible for their own learning. Homework may take many forms – oral and written activities, reading, research, games or discussing TV programs or books. Praise your children's efforts, set realistic expectations and let them enjoy learning. A copy of the Homework Policy is included in this booklet.

## **HOUSE EVENTS**

Each student is allocated to a House Team on enrolment. The Houses are Denison (red), Flynn (blue), Kilmany (green) and Willung (yellow). Throughout the year interschool house competitions are held in a variety of events to earn the winning house the shield for the year. House Captains are elected each year from the senior students. Students need to wear t-shirts in their house colour to all events.

## **ILLNESS AND INJURY**

If a child becomes ill, has an accident or suffers injury at school first aid is administered and in the case of minor accidents or injuries the child returns to their normal routine. If the child needs medical attention, or suffers inconvenience, a parent is contacted to come and collect their child. If parents are unavailable, the emergency contact nominated is contacted. In the case of serious accidents, the ambulance is called and parent notified.

## **JUNIOR SCHOOL COUNCIL**

Each year a Junior School Council made up from representatives from each grade, is elected who play an important role as student leaders.

This includes:

- Assisting in making school a safe and friendly place for all children.
- Preparing reports of meetings and presenting reports to the School Council.
- Providing a forum for ideas and acting on these ideas.
- Organising fund-raising activities and special days.
- Showing responsibility as role models in the school and as members of the community.

## **LATE BOOK**

We try to impress on all children the importance of being punctual and arriving at school by 9.00a.m. Children that arrive after 9.00am must sign into school at the front office. Where children are late three times in a fortnight, a note is sent home asking for parent support.

## **LIBRARY**

Children are encouraged to borrow books from the Library. The school library is open at lunch times from 1.10 – 1.45pm, and each grade has in addition, a set time for borrowing and returning books. Junior School students are required to have a library bag to be brought from home.

## **LOST PROPERTY**

Lost clothing is stored at the office. Parents should ensure that all items of clothing are clearly named, so that they can be returned to the children if lost. Unclaimed unnamed clothing is taken to the local Opportunity Shop each term.

## **MEDICATION**

Written permission is needed to administer any form of medication to children at school. Permission must include the dosage and specific time to be administered. Only medications from a doctor's prescription can be given.

Parents of asthmatic and anaphylactic children will be required to complete an Emergency Action Plan form and provide the school with additional medication. This will be kept in the First Aid room and used in accordance with the Emergency Action Plan. It is the school policy that if a student is having an asthma or anaphylactic attack that is not responding to medication, an ambulance will be requested. Ventolin inhalers and epipens are kept in our first aid kits at the school for emergencies.

## **NUDE FOOD**

To encourage healthy eating each Thursday our whole school participates in a Nude Food Day. The grade with the most variety of fresh fruit and vegetables each term wins a plate of fruit to share. Please 'nude your food' on Thursdays.

## **PARENT PARTICIPATION**

We pride ourselves on the high level of parent participation in school programs. Opportunities are endless, with parents assisting in reading, P.M.P., computers, excursions, camps and many other areas.



## **PARENTS' CLUB**

The Parents' Club meet once a month in the staffroom. The Parents' Club give support to the school in many areas, including fundraising, uniforms and class photographs.

## **PEER GROUP MEDIATORS**

The Peer Group Mediation Program fits well into our supportive school environment structure. Senior students are trained to act as mediators in the playground helping other students to find peaceful solutions to their problems. These students willingly give up their lunch times to help other students, and are recognised and acknowledged for their leadership role.

## **RELIGIOUS EDUCATION**

Religious Education Programs are offered in thirty minute fortnightly lessons, provided by approved instructors. Permission notes are requested for all students to attend.

## **RESUME DATES FOR SCHOOL IN 2017**

Principal and Office Staff:	23/01/2017
Teaching Staff:	30/01/2017
Students:	31/01/2017

## **SCHOOL CANTEEN:**

The canteen relies entirely on voluntary assistance from parents. The Canteen is closed when volunteers are not available. It is also closed on the first and last day of each term to allow for a thorough clean and re-stock. The Canteen Committee oversee the running of the canteen, including the roster. Details of rosters, lunch orders, price lists and opening times are provided through the newsletter.

## **SCHOOL COUNCIL**

The Rosedale Primary School Council meets on eight occasions each year. There are twelve members being made up of eight parents and four Department of Education and Early Childhood Development (DEECD) representatives. Sub-committees meet at other times and report back to Council.

We have four sub-committees;

- Buildings and Grounds
- Finance
- School Policy
- Canteen

and representation on the Rosedale Sporting Complex Inc. Management Committee.

Parents are welcome to join the sub-committees at any time. Elections for School Council members are held in February each year. Meetings are usually on a Wednesday night at 7.00 p.m., with visitors welcome.

## **SCHOOL CROSSINGS**

Staff encourage children to use the school crossing to cross the road. Parents should model this safe behaviour for their children. Children need to dismount to use the crossing.

## **SCHOOL ENTRY IMMUNISATION CERTIFICATES**

A school entry immunisation certificate is a specific document which shows your child's record of immunisation. The certificate is an important record that will assist health authorities in protecting children in the event of a vaccine preventable disease occurrence in school.

Please note that it is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria. There are now two ways parents can obtain a school entry immunisation certificate:

- Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4-year-old vaccine schedule
- Parents whose child's immunisation records are incomplete, missing or your child has never been vaccinated can contact your local council immunisation service, your GP or Medicare online at [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au). They will be able to assist you in obtaining a school entry immunisation certificate.

For more information about the school entry immunisation certificate please visit [www.health.vic.gov.au/immunisation/provider-forms/forms](http://www.health.vic.gov.au/immunisation/provider-forms/forms)

## **SCHOOL HOURS:**

There are three sessions each day:

Session 1: 9.00 a.m. to 11.00 a.m.

Recess

Session 2: 11.30 a.m. to 1.00 p.m.

Lunch, eaten under supervision till 1.10 p.m. then recess

Session 3: 1.45 p.m. to 3.15 p.m.

Supervision is provided between 8.45 a.m. and 3.30 p.m. Please ensure your children are not at school outside these hours.

## **SCHOOL NEWSLETTER**

The School Newsletter is published on the first Friday of each term, then fortnightly thereafter. It is available on the school website with a link provided also on the school Facebook page or can be emailed to you on request. [www.rosedaleps.vic.edu.au](http://www.rosedaleps.vic.edu.au)

## **SCHOOL POLICY**

Our School Policies are constantly being updated to reflect current practice. These can be viewed, on request, at the general office.

## **SCHOOL UNIFORM**

The Rosedale Primary School Council, after extensive consultation with the entire school community, determined that the wearing of school uniform is compulsory. A copy of the Dress Code Policy and uniform details are included with this handbook.

Uniform requirements are available at JSM Embroidery and Workwear in Sale. Iron-on logos are available at the school office for \$1.60. Rosedale Primary School bags are available at the office for \$45.00 and broad rimmed school hats are also available for purchase from the office for \$15.00. Second hand clothing items are usually available at the school at no cost.

Where children are out of uniform three times a fortnight, a note is sent home asking for parent support.

## **SPECIAL NEEDS**

We aim to meet the needs of all children in the school. Additional resources are provided for the children with disabilities and impairments and other support staff are employed, as funds allow. We are also able to refer children to the Wellington Network Student Support Staff, as the need arises, where parent approval is given.

## **SPORT**

We encourage students to be healthy and active. As well as weekly P.E. lessons, students are involved in fitness sessions. Children are encouraged to wear runners to school on the day that they have their P.E. lesson.



*School Captains 2016*

## **STUDENT REPORTING AND INTERVIEWS**

Term 1            Parent / Teacher Interview to report on progress

Term 2 & 4      Detailed Student Report sent home. Interviews as required

Interviews regarding progress or information that may impact on your child's learning may be held at any time at the request of a parent or teacher. An appointment is essential to ensure a suitable, mutually convenient time.

## **STUDENT REQUISTES LEVY**

A contribution levy is requested for all children at the school. Our School Council set a small fee, which helps us to buy the stationery items and expendable equipment required to give your children the best possible education. For 2016 the fee was set at \$150.00 per child. We appreciate the payment of fees during the first week of school. Parents can direct debit into the school account. Our banking details are as follows:

BSB                      313-140 (Bank Australia Traralgon)

Account No            12023943

Account Name        Rosedale Primary School – Community Access Account.

## **SUNSMART**

The Sunsmart Policy aims to protect the children from the harmful effects of U.V. rays during the warmer months. All children are expected to wear a suitable school hat in the playground from September 1<sup>st</sup> to 30<sup>th</sup> April, and the use of sunscreen is encouraged.

A copy of this Policy is also included for your information.

## **TERM DATES 2017**

TERM 1:            31/01/2017 to 31/03/2017

TERM 2:            18/04/2017 to 30/06/2017

TERM 3:            17/07/2017 to 22/09/2017

TERM 4:            09/10/2017 to 22/12/2017

Each year government schools are provided with three student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. These will be advised.

## **TISSUES**

Each child is required to bring to school one box of tissues for classroom use. In previous years one box per child has proven to almost adequately cover runny noses and sniffles for the school year and helps keep school costs down.

## **VISITORS**

Parents, friends and visitors to the school should report to the office when they arrive. Each visitor is required to sign in and out of the visitor's attendance book.

# Appendices:

Rosedale Primary School 770

## **HOMEWORK**

### **POLICY**

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#### **Purpose:**

- The purpose of the Homework Policy at Rosedale Primary School is:-
  - (i) to enable students to reinforce and develop curriculum skills and attitudes learnt at school,
  - (ii) to provide parents with an involvement in their child's school work,
  - (iii) to develop appropriate study habits and a sense of responsibility.

#### **Guidelines:**

- Homework must relate to work being covered in class, and tailored to a student's individual needs, so that the student can cope with minimal parent assistance.
- Revision for consolidation is an important aspect of homework tasks, but the elements of variety, interest and challenge should also be included where possible.

#### **Implementation:**

- Homework expectations for each year will be outlined to parents at the beginning of each year.
- The class teacher should discuss the content of a homework sheet with the student/class before it is sent home.
- Generally homework should be presented as a weekly exercise to be completed as homework.
- Within reason children may be given an incomplete school exercise to be completed as homework.
- Homework should not be given during school holidays.
- It is expected that set homework will be completed by all students. If extenuating circumstances prevent this (eg. child unable to cope with particular work, illness) contact from a parent to this effect is encouraged.
- If no appropriate parental contact explains why homework is incomplete the student can be instructed to complete the work at a lunch break or other appropriate time.
- All homework should be corrected by the class teacher and followed up with further instruction if appropriate.
- In the Junior Units, homework should mainly involve the sharing and enjoyment of reading. This should be a daily activity. Other curriculum areas may be included in a minor way.



### **Implementation...**

- In Grades 5 and 6 children are encouraged to read every night and written homework may cover any part of the curriculum. It is recommended that written work doesn't exceed about an hour a week.
- It is the right of individual students, and individual families to spend more than the recommended time on homework.

### **Resources:**

- Reading materials.
- Teacher references.

### **Evaluation:**

- The content and appropriateness of homework given should be monitored constantly.
- The reaction of the school community to homework given should be monitored constantly.
- This policy will be reviewed as part of the school three year review cycle or as required.

**This policy was last ratified by School Council in...**

**2009**

# STUDENT MANAGEMENT POLICY

## **Purpose:**

- The purpose of the Student Management Policy at Rosedale Primary School is to provide a happy, secure and positive environment in which the rights and responsibilities of teachers, students and members of the school community are respected so that teaching/learning experiences can be maximised.

## **Guidelines:**

- The prime role of the teacher in the educational process is to teach.
- The prime role of students in the educational process is to develop skills, attitudes and knowledge that will enhance their educational, physical, emotional and social well being.
- The prime role of parents in the educational process is to support the child and the school.
- The whole school uses “Assertive Discipline”.

## **Implementation:**

- Teachers need to acknowledge positive behaviour, and apply consequences to unacceptable behaviour. This will be done in the following way...
  - a) teachers will use the Assertive Discipline Approach.
  - b) a whole school set of expectations that reflect our school FLAIR values will be displayed and interpreted in all classrooms.
  - c) the teacher will have a set of strategies that provide positive reinforcement when the values are demonstrated. These must be consistently applied.
  - d) a whole school set of consequences will be applied when unacceptable behaviour occurs. These consequences will be graded from a minor consequence for a first or minor offence, through to more serious consequences for continued or more serious offences. These must be consistently applied.
  - e) the plan covering classroom rewards, expectations and consequences will be clearly communicated to the students, the principal and the parents so that all participants in the plan have a clear understanding of it.
  - f) the staff will continually evaluate all aspects of the plan and make changes when necessary to improve its effectiveness.
  - g) Teachers will follow the Behaviour Intervention Procedure.
- More serious offences will be referred directly to the Principal, who may consider in-school suspension, suspension or expulsion as outlined in the DEECD, Ministerial Order 184, *Procedures for Suspension and Expulsion*, which took effect on 1 July 2009. Parents can expect to be notified on each occasion that their child has a period of withdrawal at the Principal’s office either by mail or phone call. Parent acknowledgement and support will help modify the inappropriate behaviour.

### **Implementation....**

- The Principal will be the co-ordinator of the Student Management Policy and Program using the “Assertive Discipline” approach and the School Wide Positive Behaviour Support (SWPBS) and the School Wide Information System (SWIS). The role of the Principal shall be to...
  - a) promote a positive attitude to behaviour throughout the school,
  - b) ensure all staff members are familiar with and are using Assertive Discipline,
  - c) assist teachers in developing and implementing the Assertive Discipline program,
  - d) keep records of pupil behaviour to assist in taking appropriate action with the assistance of teachers and parents,
  - e) devise through discussion with teachers and parents, special programs for children who are displaying behaviour problems,
  - f) liaise with parents and teachers regarding pupil behaviour,
  - g) refer to Anti-Bullying Policy for suggested approach when dealing with bullying.

### **Resources:**

- Assertive Discipline Booklets.
  - \* Teacher Reference e.g. Helen McGrath books.
  - \* Playground behaviour records.
  - \* Individual contracts.
  - \* Communication booklets.
- Professional development funding to train new staff.
- Folders, awards, etc. to support the program.

### **Evaluation:**

- This policy will be reviewed as required.
- The program should be subject to on-going monitoring to ensure its effectiveness.

**This policy was last ratified by School Council in...**

**2104**

## STUDENT MANAGEMENT PROGRAM

### **BEHAVIOUR MANAGEMENT**

Rosedale Primary School uses the “Assertive Discipline Program” and the School Wide Positive Behaviour Support (SWPBS) and the School Wide Information System (SWIS) as a Whole School Approach. All students have a right to work and play in a co-operative, positive and secure environment. This will lead to the growth of positive self esteem and happiness.

#### **(a) Developing And Maintaining A Caring/Sharing Environment**

Teachers will consistently behave in a positive, supportive and courteous manner.

Teachers will develop a rapport with each class member so that each child feels safe, happy and confident.

Teachers will consistently involve children in activities and experiences which develop positive self esteem.

#### **(b) Assuming An Assertive Attitude**

In order to manage student behaviour effectively the teacher’s words and actions must reflect an **assertive attitude**: the teachers have the right to teach and the students have the right to learn.

#### **(c) Management**

- Each class plan will consist of three elements - expectations, positive consequences and disciplinary consequences.
- A behaviour folder will be used throughout the day to incorporate classroom, specialist areas, yard duty, sports activities, etc.

### **SCHOOL EXPECTATIONS:**

- I will be a friend
- I will learn
- I will be accepting
- I will show integrity
- I will be respectful

At the beginning of each year teachers will, with the assistance of their class, discuss and clarify the school expectations. The children’s involvement in interpreting the school expectations and understanding the consequences is important as it focuses their attention on appropriate behaviour. Their involvement also gives them ownership of the expectations. These expectations should be framed in a positive way. From time to time these expectations may be amended as the need arises.

## **POSITIVE ACKNOWLEDGEMENT**

Positive acknowledgement by the teacher of appropriate pupil behaviour is the key to success in the assertive discipline program. Each teacher will clearly and firmly communicate instructions to children. They will then provide immediate positive acknowledgement to children who respond correctly. As a general rule teachers should, first give an instruction then positively acknowledge at least two children, before applying consequences for children who have not responded correctly.

For recognition of continued appropriate behaviour, acknowledgements will be consistently applied.

All teachers will...

- positively acknowledge every student consistently,
- use classroom acknowledgement that students like and look forward to receiving – weekly awards, Aussie of Month, classroom awards (happy faces, dragon dots, etc.)
- use yard acknowledgements – verbal praise and awards and an incentive for all children who do not have their name in the book during an entire term.

## **CLASSROOM MANAGEMENT**

### **Consequences**

1. **WARNINGS\***
  - Junior School: two recorded.
  - Senior School: one recorded.
2. **WITHDRAWAL.**
  - Withdrawn – time out for 5 minutes within own classroom.
3. **WITHDRAWAL**
  - Withdrawn from classroom for 10 minutes to another classroom for reflection on behaviours (no work).
4. **PRINCIPAL'S OFFICE**
  - Classroom teacher/principal to ring parent so that the child can inform their parent.
  - Go to Principal's Office with summary of behaviour.
  - Complete letter to parent.
  - ¾ hour withdrawn from classroom.
5. **PRINCIPAL'S OFFICE**
  - Return to Principal's Office for ½ day.
6. **INTERVIEW**
  - Ring parent for interview.

*\* Teachers may skip a step in the Warning's Protocol if they deem behaviour to require such a response.*

*\*\*Please note – students are not permitted to sit outside classrooms unsupervised during class times. A student may be sent, with an accompanying student, to the Welfare Office in order to calm down or to diffuse a situation. The accompanying student will inform office staff that they are in that building.*



## **CLASSROOM MANAGEMENT ....**

### **(i) Severe Behaviour**

If a teacher believes that a child's behaviour is of a very serious nature (e.g. bullying, threatening behaviours, being violent, profound targeted swearing, leaving the class without permission, defiant refusal to cooperate), then the teacher sends the child straight to the office.

### **(ii) Continuing Misbehaviour – see Behaviour Intervention Procedure**

Repeat offenders, three times to the office, during any one term will complete the Behaviour Intervention Procedure after going to the office.

### **(iii) Serious Offences**

More serious offences will be referred directly to the Principal, who may consider in-school suspension (Strike 5), suspension or expulsion as outlined in the Ministerial Order 184, *Procedures for Suspension and Expulsion*, which took effect on 1 July 2009.

### **(iv) Modified Management Program**

May be applied to individual students as required.

## **SPECIALIST CLASSROOM MANAGEMENT**

Same set of consequences applies to specialist classes with the additional consequence of removal from a teacher selected program if the student has their name in book three times in a week while at a specialist program.

## **YARD MANAGEMENT**

### **Consequences**

Must issue a warning first unless for more serious infringements such as bullying, threatening behaviours, being violent, profound targeted swearing, leaving the grounds without permission, defiant refusal to cooperate), then the teacher sends the child straight to the office.

1. **WARNING**
2. – Name in folder which is marked with a 'W'. Students are only allowed one warning per day for minor offences.
2. **WITHDRAWAL.**
  - Withdrawn for 5 minutes.
3. **WITHDRAWAL**
  - Withdrawn for 10 minutes.
4. **OFFICE**
  - In the Yard Book 3 times in a fortnight.
  - Withdrawn for half of the recess periods for one day.
  - Complete letter to parent.
5. **OFFICE**
  - Return to Office for half of the recess periods for three days, progressively increased during each term.
  - Play in courtyard area for 5 days.
6. **INTERVIEW**
  - Ring parent for interview.

## **YARD MANAGEMENT ....**

### **Consequences ...**

#### **(i) Continuing Misbehaviour**

Repeat offenders will have withdrawal periods progressively increased during each term and restricted areas eg. second withdrawal, half of recesses for two days. Parents will be invited to a meeting to help modify the behaviour of regular offenders.

#### **(ii) Severe Behaviour**

More serious offences, such as where a child deliberately causes physical or verbal harm to another child (bullying), or shows a blatant disrespect to adults, will result in immediate withdrawal from the yard for the remainder of the recess periods on that day and for half of the recess periods for the following day. The parents will be notified.

#### **(iii) Serious Offences**

In cases of continuing inappropriate yard behaviour, or serious offences the child may be suspended from school, at the discretion of the Principal following the guidelines outlined in the Ministerial Order 184, *Procedures for Suspension and Expulsion*, which took effect on 1 July 2009

#### **(iv) Modified Management Program**

May be applied to individual students as required.

## **SPECIFIC EXPECTATIONS**

#### **(a) Open Spaces**

Open spaces are for ball games and running games. Be aware of others using the area.

#### **(b) Climbing Equipment**

Use climbing equipment safely. Share and take turns. No sports equipment or running games allowed in this area. No blocking slides.

#### **(c) The Courtyard**

Ball games are allowed in central courtyard. Walkways are not to be used as ball game areas. Skipping rope area. No running. No kicking balls in the courtyard. Supervised eating, while sitting at tables, only at designated areas.

#### **(d) The Library**

The library expectations apply.

#### **(e) The Canteen**

At the Canteen wait your turn quietly in the queue. Speak politely. Stay off the bench.

#### **(f) The Stadium**

The Stadium which includes the area between the stadium and art room is out of bounds unless there are organised activities in which case the usual school expectations apply.

#### **(g) The Bike Shelter**

The bike shelter and area between the bike shelter and eastern fence is out of bounds during school hours. Children will have access only to their own bikes, and only after school hours. No roller blading, riding or skateboarding in school grounds.

## **SPECIFIC EXPECTATIONS ...**

### **(h) Assembly:**

#### **Whole School**

Be on time. Listen to and look at the person speaking. Stand still. Place all equipment at feet. If late, wait at the side or back of assembled grade. Remove hat and join in singing the National Anthem on Monday mornings.

#### **Class Line Up**

Assemble outside classrooms according to class expectations. Quieten down during music. This time is to go to toilet and get a drink in preparation for learning. Wait quietly and sensibly to enter class.

### **(i) Toilets**

Use toilets in accordance with FLAIR expectations.

Keep them in a clean condition.

No food, sports equipment or toys to be taken into toilets.

No playing in and around toilets.

No climbing over walls and only lock toilet door while in use.

### **(j) Drinking Taps**

Use sensibly.

Take care of taps.

Wait your turn.

No squirting water or wetting self or others.

### **(k) Friendship Seat**

Ask people to play and join in your games.

### **(l) Classrooms**

Students do not enter the classroom without permission or without a teacher. Once children leave their classroom for recess or lunchbreak they are not allowed to go back into the room or corridors for any purpose without first getting permission from a teacher who will accompany the child into and from that room. This should only be necessary for very important reasons. Otherwise dismiss the request. Children should not be left in classrooms to complete work unsupervised.

### **(m) Boundaries**

Stay within appropriate boundaries during school hours. Use gates when coming to and from school. Get permission from a teacher before retrieving any equipment that goes outside the fence.

### **(n) Out of Bounds**

- Behind the garden sheds.
- Logs at end of stadium are boundary.
- Front of school.
- Car park.
- Gardens.
- Beyond the canteen.
- Beyond running track along the east, south and western boundaries.

## **SPECIFIC EXPECTATIONS ...**

### **(o) Sandpit:**

- Be considerate of others.
- Don't deliberately destroy others' work.
- No throwing sand.
- Student constructions not to be interfered with for the day.

### **(p) Climbing**

Climbing is only permitted on climbing equipment in designated playground areas, except outside of moon slide. Climbing on roof, verandah poles, shade cloth poles, trees and soccer/cricket nets is not acceptable.

### **(q) Exiting the School**

Walk your bike to and from the kerb and use bike path or footpaths where available. Use the school crossing at all times. Wait **inside the fence** for friends or until parents arrive.

### **(r) Sunsmart**

As outlined in the Sunsmart Policy, an approved hat must be worn between the months of September and April, otherwise playground access will be restricted to the solid shade areas.

### **(s) Banned Activities**

Include scragging, brandy, British bulldog, piggy back activities, unfair or rough chasey games, throwing bark around buildings, play fighting and tackling.

### **(t) Communication**

No swearing, no rude signs, no bullying, teasing or put downs.

## **DOCUMENTATION LOG**

Teachers on yard duty will carry a Yard Behaviour folder. This folder will contain...

- A list of school expectations and disciplinary consequences.
- The positive acknowledgement plan.
- A pen and highlighter.
- Disposable gloves.
- Cards for emergencies.
- Sheet on front cover of folder to show children to complete time out. Cross children off list when time completed. Record of students with severe medical conditions including photograph and description of risk, symptoms and treatment.









## **COMMUNICATION**

### **Parents:**

A copy of our Behaviour Management Plan will be included in our information booklet which will be provided for new enrolments and sent home to each family. Parents are asked to discuss the expectations, consequences and positive acknowledgement with their children.

**This policy was last ratified by School Council in...**

**2014**

<b>Rosedale Primary School</b> <b>Expectations</b> 	<b>Yard Games</b> 	<b>Toilets</b> 	<b>Classrooms</b> 	<b>Excursions and Camps</b> 
<b>FRIENDSHIP</b> I will be a friend	<ul style="list-style-type: none"> <li>I will share and take turns</li> <li>I will put myself in other's shoes</li> <li>I will listen and talk nicely</li> <li>I will have fun with friends</li> </ul>	<ul style="list-style-type: none"> <li>I will always take a buddy during class time</li> <li>I will wait patiently outside the toilet door if I am a buddy</li> </ul>	<ul style="list-style-type: none"> <li>I will be helpful</li> <li>I will encourage classmates to work</li> <li>I will encourage good behaviour</li> </ul> 	<ul style="list-style-type: none"> <li>I will look out for my buddy</li> <li>I will be a good role model</li> <li>I will be polite and friendly</li> </ul>
<b>LEARNING</b> I will learn	<ul style="list-style-type: none"> <li>I will know the rules</li> <li>I will help others learn to play the game</li> <li>I will ask for help if needed</li> </ul>	<ul style="list-style-type: none"> <li>I will know the hygiene rules</li> <li>I will go to the toilet during my breaks and use the music as a prompt</li> </ul>	<ul style="list-style-type: none"> <li>I will listen to my teachers</li> <li>I will be prepared</li> <li>I will concentrate</li> </ul>	<ul style="list-style-type: none"> <li>I will listen and follow instructions</li> <li>I will be prepared to learn</li> <li>I will be confident to ask questions</li> </ul> 
<b>ACCEPTANCE</b> I will be accepting	<ul style="list-style-type: none"> <li>I will include others</li> <li>I will be patient</li> <li>I will be positive</li> <li>I will accept fair decisions</li> </ul> 	<ul style="list-style-type: none"> <li>I will accept responsibility in being prepared for class</li> </ul>	<ul style="list-style-type: none"> <li>I will accept learning tasks</li> <li>I will do as I am asked</li> <li>I will accept my teacher's choices and decisions</li> </ul>	<ul style="list-style-type: none"> <li>I will accept new challenges</li> <li>I will accept responsibility for being prepared</li> <li>I will accept differences</li> </ul>
<b>INTEGRITY</b> I will show integrity	<ul style="list-style-type: none"> <li>I will be a good sport</li> <li>I will be a role model</li> <li>I will live up to Rosedale Primary School's FLAIR values</li> <li>I will play fairly</li> </ul>	<ul style="list-style-type: none"> <li>I will use the facilities appropriately</li> <li>I will report any incorrect use of the facilities</li> <li>I will use only as much toilet paper as necessary</li> </ul> 	<ul style="list-style-type: none"> <li>I will be a good role model</li> <li>I will ignore inappropriate behaviour</li> </ul>	<ul style="list-style-type: none"> <li>I will do the right thing all the time</li> <li>I will use the facilities appropriately</li> <li>I will live up to Rosedale Primary School's expectations</li> </ul>
<b>RESPECTFUL</b> I will be respectful	<ul style="list-style-type: none"> <li>I will respect the rules</li> <li>I will be mindful of others</li> <li>I will recognise ownership rules</li> <li>I will be Sun Smart</li> </ul>	<ul style="list-style-type: none"> <li>I will respect privacy</li> <li>I will respect the facilities</li> </ul>	<ul style="list-style-type: none"> <li>I will respect all learning</li> <li>I will look after the classroom environment</li> <li>I will use my manners</li> </ul>	<ul style="list-style-type: none"> <li>I will respect others and their property</li> <li>I will take pride in presenting and caring for myself</li> </ul> 



# **Rosedale Primary School 770**

## **DRESS CODE POLICY**

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### **1. PURPOSE:**

The wearing of school uniform is compulsory when attending or representing Rosedale Primary School.

### **2. GUIDELINES:**

- 2.1 The required uniform, including a suitable hat in Terms 1 & 4, as per Sunsmart Policy, will be as listed in the Rosedale Primary School Parent Handbook.
- 2.2 Grade 6 students will have the opportunity to purchase additional 'special' uniform items for wear in their final year of school.
- 2.3 The uniform will encourage the development of pride, community spirit and a unity of appearance throughout the school.
- 2.4 For safety reasons, children are not permitted to wear dangling or large earrings, or high heeled shoes or thongs.
- 2.5 Any styles of hair that are deemed to be extreme are not permitted.
- 2.6 Piercings, other than ears, are deemed to be extreme and are not permitted.
- 2.7 Parents will be able to request a uniform exemption through the Principal/classroom teacher, where:
  - (i) special medical conditions exist
  - (ii) children are new to the school
  - (iii) there are special needs or circumstances.

### **3. IMPLEMENTATION:**

- 3.1 All children will be expected to wear correct uniform and to have each item named.
- 3.2 Parents of new enrolments to sign a Dress Code Policy agreement.
- 3.3 A reward system will be implemented to encourage children to wear their whole school uniform.
- 3.4 Any breach of clause 2.3 will result in student being immediately withdrawn from the yard.
- 3.5 A Uniform Book will be kept by grade teachers. After a third breach of the dress code within a fortnight, a child will be withdrawn from the yard for half of play and half of lunch for one day.  
Parents will be notified of the second breach of the Dress Code Policy.
- 3.6 Exceptions to the wearing of school uniforms will be made for school casual dress days, class rewards and school camps.
- 3.7 Parents need to apply in writing or verbally to the class teacher when requesting a temporary exemption to the dress code.

### **RESOURCES:**

- 4.1 A list of suppliers of Rosedale School Uniforms to be made available to parents.
- 4.2 Second-hand clothing to be available through the school.
- 4.3 A list of school uniform requirements to be available at office.
- 4.4 Materials required for enforcing this policy.

### **5. EVALUATION:**

- 5.1 This policy will be reviewed triennially or as required.

**This policy was last ratified by School Council in...**

**2016**

## ROSEDALE PRIMARY SCHOOL UNIFORM

<b><u>HATS</u></b>	<b>■ CRICKET HAT</b> <i>Hats must be worn to cover the ears.</i>	<b>(BOTTLE GREEN)</b>
<b><u>TOPS</u></b>	<b>■ POLO SHIRT - JSM</b> <b>■ SKIVVY</b> <b>■ WINDCHEATER</b> <b>■ ZIP JACKET - JSM</b> <b>■ GRADE 6 PRINTED T-SHIRT / JACKET</b>	<b>(WHITE and BOTTLE GREEN)</b> <b>(WHITE OR BOTTLE GREEN)</b> <b>(BOTTLE GREEN)</b> <b>(BOTTLE GREEN and WHITE)</b>
<b><u>PANTS</u></b>	<b>■ TRACKSUIT PANTS</b> <b>■ TROUSERS</b> <b>■ LEGGINGS</b>	<b>(BOTTLE GREEN OR BLACK)</b> <b>(DARK GREY)</b> <b>(BLACK)</b>
<b><u>SHORTS</u></b>		<b>(BOTTLE GREEN, GREY, GREEN GINGHAM OR BLACK)</b>
<b><u>SKORTS</u></b>		<b>(BLACK)</b>
<b><u>DRESS/SKIRT</u></b>	<b>■ DRESS</b> <b>■ NETBALL SKIRT</b> <b>■ PLEATED CHECK TUNIC - JSM</b>	<b>(GREEN GINGHAM CHECK)</b> <b>(BOTTLE GREEN OR BLACK)</b> <b>(GREEN and BLACK CHECK TARTAN)</b>
<b><u>FOOTWEAR</u></b>	<b>■ SHOES</b> <b>■ BOOTS</b> <b>■ SANDALS or</b> <b>■ RUNNERS</b>	
<b><u>SOCKS/TIGHTS</u></b>		<b>(GREY, WHITE, BOTTLE GREEN OR BLACK)</b>

Uniform supplies with the Rosedale Primary School logo are available from **JSM Embroidery and Workwear 73 Macarthur Street, Sale** (phone 5144 6898) with some second-hand items available at the school at no cost.

Iron on school logos (\$1.60) are available from the school office if you wish to purchase items of clothing without the embroidered logo.

Rosedale Primary School bags are available at the office for \$45:00 as well as broad brimmed hats with the school logo for \$15.00.

# HEAD LICE

## POLICY

### **Purpose:**

- The purpose of the Head Lice Policy is to develop a consistent approach to the management of head lice infections.

### **Guidelines:**

- Parents/guardians have primary responsibility for the detection and treatment of head lice.
- Schools also have a role in the management of head lice infections and in providing support for parents/guardians and students.
- A student with head lice must be excluded from school until the day after appropriate treatment has commenced. Therefore a student with head lice can be treated one evening and return to school the next day. The presence of eggs in the hair is not cause for exclusion.
- The discovery of head lice can be a stressful situation. Rosedale Primary School will exercise sensitivity towards this issue by maintaining student confidentiality.
- Rosedale Primary School will minimise anxiety by acknowledging that most schools will have some students with head lice at any given time.
- The Principal will organise head lice inspections as required.

### **Implementation:**

- Distribute up-to-date information on the detection, treatment and control of head lice to parents/guardians and staff at the beginning of every year and more frequently if required.
- Nominate a head lice resource/support person (Principal) who parents/guardians can contact at the school.
- Parents/guardians will refrain from sending their children to school with untreated head lice. Parents/guardians need to be aware that one treatment is not sufficient to manage the problem. If a student re-attends school with live lice the school may again exclude the student until the live insects have been removed.
- Parents/guardians will be provided with comprehensive advice about the use of safe treatment practices which do not place students' health at risk.
- Develop a pro forma for obtaining written parental permission for all inspections including those by local government personnel.
- The school will maintain confidentiality following head lice inspections, and will make appropriate contact with the parent/guardian.
- Provision of classroom activities to give students an understanding of the habits and life-cycle of head lice.
- School personnel to manage head lice at the school level.

### **Implementation...**

- The school recommends regular (preferably once per week) inspection of their child/children's hair by parents/guardians, for lice or lice eggs (using conditioner and a head lice comb is the most effective method).
- The school recommends regular inspection by parents/guardians of all household members followed by treatment if head lice are detected.
- Upon detection of head lice parents/guardians will notify **the school office** and advise when treatment has commenced.
- When the school has been notified of the presence of head lice, the class affected will receive individual notices asking all parents/guardians to check family members hair for presence of lice/eggs before children return to school.

### **Resources:**

- Information pamphlets.
- Website <http://www.dhs.vic.gov.au/phd/headlice>
- Community Nurse.

### **Evaluation:**

- This policy will be reviewed in a triennial basis or as required.

**This policy was ratified by School Council in...**

**2009**

**28**



# **Rosedale Primary School 770**

## **INFECTIOUS DISEASES**

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### **Infectious Diseases**

Please refer to the Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Disease Cases and Contacts on the Victorian Government Health Information website.

[http://www.health.vic.gov.au/\\_\\_data/assets/pdf\\_file/0003/268518/excl\\_table.pdf](http://www.health.vic.gov.au/__data/assets/pdf_file/0003/268518/excl_table.pdf)

# SUN SMART

## POLICY

### **1. PURPOSE:**

- 1.1 To encourage students, community and staff to be Sunsmart when outdoors and adopt and promote Sunsmart strategies.
- 1.2 To educate children and families about making responsible decisions about skin protection which will reduce children's exposure to U.V. radiation, for their long term benefit.

### **2. GUIDELINES:**

- 2.1 The Sunsmart Policy will be part of the Health and Physical Education Program.
- 2.2 New families, when enrolling students in our school will be made aware of our Sunsmart Policy through the Parent Information Booklet. All families currently enrolled at Rosedale Primary School will be made aware of this policy through newsletters.
- 2.3 Shade areas are provided and will be continually updated in the school grounds. The availability of shade is considered when planning all other outdoor activities and excursions.
- 2.4 An effort will be made to timetable P.E. and Sport in the morning or to utilise the Stadium during dangerous U.V. times between 10.00am and 2.00pm (11.00am and 3.00pm daylight saving time). When this is impractical hats will be compulsory and SPF 30+ sunscreen will be encouraged.

### **3. IMPLEMENTATION:**

- 3.1 Staff and students are encouraged to access the daily local sun protection times at [sunsmart.com.au](http://sunsmart.com.au) or on the free SunSmart app to assist with the implementation of this policy.
- 3.2 A combination of sun protection measures are used for all outdoor activities from **September to the end of April** and whenever UV levels reach 3 and above.
- 3.3 Sunsmart strategies will be introduced and implemented in sun and skin cancer awareness programs from the start of each year and revised early in Term 4. This will include learning how to put sunscreen on correctly.
- 3.4 Children will be expected to have an approved bottle green hat that protects the face, neck and ears and encouraged to wear sunglasses (labelled AS 1067) and carry SPF 30 or higher broad spectrum sunscreen in their bags from 1st September to 30th April. Children will also have the option of wearing sunglasses.

The Sunsmart Policy expectations will then include;

- (i) Compulsory wearing of sunhats and recommended use of sunscreen from 1st September to 30th April. Sunglasses are encouraged.
- (ii) Sunscreen from home (SPF 30 or higher broad spectrum) will be expected and encouraged, and preferably should be applied prior to the commencement of the school day. Children will be encouraged to reapply sunscreen during the school day.
- (iii) Sunscreen is applied at least 20 minutes (where possible) before going out door and reapplied every two hours if outdoors.
- (iv) Strategies are in place to remind students to apply sunscreen before going out doors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- (v) Sunscreen will be available in each room, to supplement shortages from home.
- (vi) Rash vests or t-shirts for outdoor swimming.

3.5 Children who do not wear hats or appropriate covering clothing will remain in the total block-out shade areas of the school during plays and lunch time and so have restricted access to playground areas.

3.6 Staff will set an example by wearing hats and sunscreen during stated period.

3.7 Parents will be encouraged to wear sun protective hats when participating in, and attending outdoor school activities.

3.8 A reward system will be implemented to encourage children to be Sunsmart.

#### **4. RESOURCES:**

4.1 Use of staff from Rosedale Campus – Central Gippsland Health Service to aid our Sunsmart awareness campaign.

4.2 Use of library with appropriate materials, i.e. Anti-Cancer Council, Kits, etc.

4.3 The Buildings & Grounds Sub-Committee of School Council will maintain and extend the provision of shade areas in the school grounds.

4.4 Provision of SPF 30+ sunscreen for all grades.

#### **5. EVALUATION:**

5.1 The Sunsmart Co-ordinator to update information, promote and monitor implementation.

5.2 The Sunsmart Policy to be reviewed at least once every three years or as required.

This policy was last ratified by School Council in...

2015