

Katungga Primary School



2017 Handbook

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KATUNGA PRIMARY SCHOOL

Carter Street, Katunga. 3640.

Tel No: 03 5864 6365

e-mail: katunga.ps@edumail.vic.gov.au

website: www.katungaps.vic.edu.au

WELCOME

On behalf of the Staff and School Council I welcome you and your child to Katunga Primary School.

We believe that all of us, working together, will achieve the best possible education for your child.

We trust that the information provided in this booklet will help you to understand and appreciate the school's policies and procedures. If there is something that is not clear, or you require further information, please do not hesitate to call the school.

Yours sincerely
Scott McKenzie
Principal

SHARED PURPOSE

The school's shared moral purpose was achieved through consultation with teachers, parents and the children at the school. The aim of this statement is to articulate shared goals, values and a vision for the school. The direction the school takes and the decisions made at a school level are arrived at through referring to our shared understandings that are articulated in the following statement:

Katunga Primary School recognises the individuality of every person with regard to their personalities, learning needs and learning styles. Every person will be given the opportunity to develop their potential through high levels of engagement and the highest quality teaching and learning programs. We will develop the individual to become life-long learners and to be valuable members of, and contributors to, their communities and society.

School communities are often challenged to articulate their goals and the vision they have for their school. Fundamentally, we must always put the interests of the child at the centre of decisions made within the school. We recognise that children are the most significant component of a school and that every individual child's welfare is of paramount importance. We must ensure that decisions made within the school are arrived at in light of justice, fairness, transparency, reasonableness and respect.



PROFILE

Katunga Primary School was rebuilt in 2010 as part of the Rural Replacement Program and the children and staff now work in brand new facilities.

All classrooms have interactive whiteboards and access to state of the art information and communication technology resources in all learning areas. The design of the learning spaces provides flexibility for the teachers for curriculum delivery and caters for the learning needs of each and every student.

Katunga Primary School has an enrolment of around 100 children and is situated 10 km north of Numurkah. The school was established in 1952 and services the Katunga community and the farming families in the surrounding area.

The school is serviced by three buses that cover a wide network of roads, enabling families in the surrounding area to transport their children to and from the school free of charge. The school playground is expansive and features adventure playgrounds and access to extensive sporting facilities including an irrigated school oval and synthetic grass tennis, netball and basketball courts.

The school places an emphasis on high levels of parent participation in all aspects of school life. We believe that all of us, working together, will achieve the best possible education for your child. The School Council responsibly oversees the running of the school and ensures the teachers have the resources and facilities to provide quality educational programs for the children.

Katunga Primary School provides a harmonious and happy learning environment where children are cared for and treated with respect. The programs at the school provide a broad and challenging curriculum that enables all children to learn at their own pace and to achieve their academic and social potential.

Katunga Primary School offers an exciting and challenging curriculum for the children featuring:

- Early Years Literacy
- Early Years Numeracy
- Information Technology embedded into the curriculum
- School Choir
- Instrumental Music Program
- Specialist Art / Craft Program
- Whole School Emphasis on English and Mathematics
- Specialist Physical Education Program
- Literacy and Numeracy Support
- Junior Landcare Program
- Cultural Incursions
- Sport program including swimming, interschool sport and athletics

The teachers at Katunga PS promote the academic and social development of the children under their guidance and work hard to ensure that all children have the opportunity to reach their potential through high levels of student engagement.



ABSENCE FROM SCHOOL

A written note or telephone message is required for each absence of a child.

Parents must comply with this requirement as the attendance rolls are open to scrutiny by the School Attendance officer. The notes/telephone messages simply explain the absence but may not be considered justified by the Officer. Repeated shopping days, baby-sitting days, recovery from late nights etc., are considered as unjustified absences, and the Principal is required to report these to the Attendance Officer.

KATUNGA PRIMARY SCHOOL—ABSENCE NOTE
(Please Print)

Dear _____

As the parent / guardian of _____

Grade _____, I wish to advise that the absence on _____
_____ was due to _____

Signed: _____

Just a quick note...



ATTENDANCE

It is very important that children attend regularly if they are to gain the maximum benefit from the education provided but children who are ill must be kept at home. Their comfort and the welfare of fellow students is of paramount importance and the best place for a sick child is in the care of their parents.

BANK DAY

Commonwealth Bank Student Banking Kits are available from the office. Forms need to be filled out and returned to the office who will in turn send through the paperwork to the Commonwealth Bank. Bank books are to be handed in to the General Office before 9:00 am



"Bank Day" is MONDAY.

BIKES

Parking is provided for your child's bicycle. This is out of bounds to all children except when leaving or collecting their bicycle. Before permitting your child to ride his/her bicycle to school, help them to learn simple road safety rules, particularly the correct side of the road for riding, and care at intersections.

Ensure that he/she has adequate balance and knows how to stop in an emergency.

PLEASE NOTE: Helmets are compulsory, and bikes must be walked in the school grounds.



BUS

All bus travellers are required to maintain a high standard of behaviour.



Bus routes and times are reviewed periodically and current details are supplied to all families. A bus roll is kept for the afternoon trips and it is important to notify the school if there is a variation to normal practice, eg. sports practice, picked up by parent, etc.

New bus travellers must complete an "Application to Travel" form and lodge this with the school. A signed contract agreeing to the conditions of bus travel must accompany the application. Only authorised bus travellers may travel on the school bus.



CHANGES OF CLOTHING



We keep on hand a small supply of clothing for loan to children on those occasions when a change of clothing is necessary.

Please note that this clothing is only on loan, and should be returned to school as soon as possible after laundering. We always appreciate any donations of clothes for this purpose.

COMPLAINTS

All approaches by parents regarding any matter of dissatisfaction should first be made to the Principal of the school.

CURRICULUM LEVY / CLASSROOM SUPPLIES

The curriculum levy has been set at \$150 per child in 2016. The Levy is revised and approved by School Council each year. The curriculum levy covers the cost of classroom requisites, school performances, MARC/MACC van, Life Ed Van and the swimming program.

The school makes a bulk purchase of classroom requisites to minimise costs and the children are provided with all the materials for the year. Lost or misused items may not be replaced by the school.

CURRICULUM PLANNING DAYS

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. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.

The remaining three student-free days are determined by each individual school. Parents will be advised well in advance as children do not attend school on such days.



DENTAL SERVICE

The Goulburn Valley Dental Services situated at Goulburn Valley Health Shepparton offers dental care to all primary school children. Appointments are made by contacting the Goulburn Valley Dental Service on



5832 3006

between 8.30am and 5.00pm

Dental services are **free** for concession card holders and \$27.50 for other families.

Goulburn Valley Dental Service also offers the following programs.

Early Childhood Oral Health Program for 0-5 aged children; the fees are **free** for concession card holders and \$27.50 for other families

Youth Dental Program for Year 7-12 children with or a dependant of a Health Care or Pensioner Care Card, the fees are **free** for concession card holders.

Community Dental Program for adults with a Health Care or Pensioner Care Card - there are fees and waiting lists associated with this program please ring for more information.



EMERGENCY INFORMATION

Parents are asked to complete the "Emergency Contact" section on the Enrolment form so that in the case of an emergency, someone in authority can be contacted. It is important that this information is kept up to date and it is up to parents to contact the school when changes to this information occur, eg. change of address, change of telephone no., change of contact person, etc.

In the event of illness or injury to my child whilst at school, on an excursion, or travelling to or from school, I authorise the Principal or teacher-in-charge of my child, where the Principal or teacher-in-charge is unable to contact me, or it is otherwise impracticable to contact me to: (cross out any unacceptable statement)

- consent to my child receiving such medical or surgical attention as may be deemed necessary by a medical practitioner,
- administer such first aid as the Principal or staff member may judge to be reasonably necessary.

Signature of Parent/Guardian: _____

Date: ___/___/___

EMERGENCY OR ILLNESS

Should your child become ill or have an accident at school, we will use the following procedure:

1. See to the well-being of the child. If, in the opinion of the school, this requires URGENT medical advice, we will obtain it.
2. Inform you of the accident/illness and the action we have taken, and if desirable, request that you make arrangements to collect the child from school.



EQUIPMENT

The local community is most welcome to make use of equipment owned by the school. Charges basically cover costs. Services include photocopying, laminating, and the use of a portable P.A. system.



HATS

Children are required to wear an approved broad-brimmed hat during terms 1 and 4 for all outside activities. This policy is implemented for the well-being of the children.



Hats are available for purchase at the school for the cost price of \$6.50.

HEALTH

1. **Head Lice:** Most Victorian schools at some time, have children with head lice.

The insects are about 2mm long and lay their eggs (nits) on hair close to the scalp, particularly at the back of the neck and behind the ears. Eggs are about 1mm in length and are cemented to the hair. Parents are urged to check their children's hair regularly, and, if lice are found, to notify the Principal and seek treatment.



The Principal has the right to exclude children infested with head-lice until the child has been treated.

2. **School Medicals:** Each year the School Medical Service visits the school to conduct health examinations.
 - the nurse will carry out health examinations on all Prep children;
 - carry out screening tests on any children referred by teachers because of a suspected health problem.
 - check on the progress of children found to have a health problem during the last School Medical Service visit.



INFECTIOUS DISEASES

'Contact' means child of school age or preschool age living in the same house as the patient, 'patient' includes carrier and 'school' includes any preschool centre, kindergarten, primary school or post primary school. A patient or contact shall be prevented from attending school unless conditions specified on the following chart are complied with.

Minimum period of exclusion from schools and children's services centres for infectious diseases cases and contacts

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

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

KATUNGA KIDS ARE FRIENDLY KIDS

Positive behaviours are recognised and rewarded through the Katunga Kids are Friendly Kids program.

The values of Courtesy, Respect, Co-operation and Responsibility are emphasised and children from each grade are presented with weekly certificates for displaying these characteristics.



LIBRARY

We are fortunate in having a well stocked library. We also are visited once a fortnight by the Goulburn Valley Regional Library Van which gives us access to a very large collection of books, charts, etc., and which complements our own Library stock.



Books are borrowed on a weekly basis.

To care for them, a Library Bag is requested. It could be a shopping type bag or one made for the purpose from material with a draw string.



The size: 45cm x 35cm is recommended.

LIBRARY VAN

The Goulburn Valley Regional Library Van visits every second Friday from 11.30 am till approximately 1.00 pm.

Parents and community members are welcome to access the Library Van during these times. The Goulburn Valley Regional Library provides a wide range of literature for children and adults. The van is located near the school's office on designated days.

LOST PROPERTY



Lost property is collected and named articles are returned to children.

Anything that is unnamed is kept at the school. Parents and students are urged to keep checking lost property, for any missing items.

It is in the parents' interest to see that all items brought to school are NAMED.

A great deal of the teacher's time can be lost in looking for lost articles.



LUNCHES

Children having lunch at school eat their lunches under teacher supervision.

A note is required if children leave the school grounds to go home for lunch. (One note is sufficient if this is a daily practice). The Katunga Store prepares lunches upon request and lunch order forms are available from the school.

Children are not permitted to have chewing gum at school and parents are asked not to supply their children with lollies and drinks with high sugar content during school time.

Fresh fruit is available at school for every child, free of charge, on a daily basis.

MONEY AND VALUABLES

All money or cheques should be enclosed in an envelope. The child must always hand this envelope to his teacher or to the General Office at the start of school day.

Children should not leave money in bags or carry it about with them during the day. Money or valuable items should be stored in the office and will be returned to the child at the end of the school day.



KATUNGA PRIMARY SCHOOL
Carter Street, Katunga. 3640.
Phone: 64 6365 Fax: 64 6511

STUDENT:..... ADMIN ID NO:.....
CLASS:..... TEACHER:.....
MONEY FOR:.....
DATE:..... RECEIVED BY:.....
AMOUNT \$: Cash Cheque (Please Tick)

NOTICES AND NEWSLETTERS

These are usually given to the eldest child in each family attending school each Wednesday. **Please encourage your children to bring these notices home to you as they contain important information.** The newsletter is also uploaded each week onto the school website www.katungaps@vic.edu.au. Parents are also encouraged to add their email address to the school database so that they can receive a copy of the newsletter via email each week.

Spare copies are kept in the foyer of the office for those who:

- a) have been away,
- b) have lost a copy.

The school Newsletter is for all members of the school community.



PARENT'S CLUB

The Parent's Club meets at the School on a monthly basis.

Notice of meetings are included in the Newsletter and all parents are cordially invited to attend. The co-operation and participation of parents in the working of school is vital in establishing a closer liaison between home and school, thus helping to improve the quality of education received by the children.

PARKING

There is plenty of on-street parking available on Carter Street, as well as a car park on the corner of Carter and McGrane Streets.

Speed restrictions outside the school apply during school hours. In the interests of student safety, vehicles may only be driven in the school grounds with permission after consulting staff at the general office.



PLAYGROUND SUPERVISION

Teachers are timetabled onto yard duty to supervise the children in the playground throughout the week. Yard duty sessions begin at 8:50am, continue through recess and lunchtime and finish when the children are checked off onto the bus in the afternoon.

We have a huge playing area at the school and to enable the staff to supervise the grounds adequately, some areas are out of bounds.

PROTECTIVE CLOTHING

All pupils should have an old shirt or similar garment to use as a smock when they are engaged in art /craft activities. A clean one at the start of each year is most desirable.



PUPIL REPORTS AND INTERVIEWS

An interview for all parents is scheduled for term 1 and term 3 to discuss your child's general progress and identify any concerns which may be apparent at this time.

However we encourage parents to come to school at any time to discuss their child's progress with the teacher.

Specific interviews with the class teacher can be arranged through the Principal.

Student progress reports are issued twice yearly, June and December. They are intended to indicate to the parents the progress being made by their child in the various subject areas and socially.



PREPARATORY GRADE

During your child's first year of school, the teacher will be building on the experience and learning that your child has been exposed to in the home situation and at Kindergarten. A program is provided, as far as is possible, to meet the needs of each child, based on their level of development when entering school.

Not all children talk or walk at exactly the same age. Nor will all children read, write or count at exactly the same age. Your child has not failed to learn to talk because he began later than another child. You must be prepared to be patient and believe that your child will eventually succeed in making progress in e.g. reading, as is the teacher who is providing the preparation program. We believe that children should be given encouragement and confidence. Extending a child beyond his/her stage of development creates failure and disillusionment.

When parents are part of a school program, continuity between school and home develops, and parents are better able to understand the program offered to their child. We welcome parents to the classroom on a regular or occasional basis to work with the children.

Preparing Your Child for School

Parents are asked to send their child to school in clothes that he/she can put on and take off without adult assistance. All clothes, including underwear and shoes need to be named. It is helpful for Prep children, if, before they come to school, they can:-

- Be aware of road safety rules.
- Be aware of the danger of speaking to strangers.
- Dress himself.
- Put on and do up sandals or shoes (NO THONGS PERMITTED).
- Bring and use a handkerchief.
- Wash own hands and face.
- Attend to own toilet needs.
- Recognise his own named bag, lunchbox, clothing.
- Use scissors.
- Make themselves understood outside the family.

First Week:

Your child will begin school on **Tuesday the 31st JANUARY, 2017**. We ask that children are at school for a prompt 9:00am start.

PLEASE NOTE: For the following four weeks in February all children in Prep Grade will attend school for four days a week.

EACH WEDNESDAY IN FEBRUARY WILL BE SPENT AT HOME.

Dates include: 1, 8, 15 and 22 February, 2017.

Experience has taught us that children in their first year of schooling become very tired when negotiating a 5 day week at school. This is an enormous change from pre-school.

Having a rest day in the middle of the week has been a great success and has enhanced the child's ability to learn.

I am sure you will support this worthwhile initiative.



READING ASSISTANCE PARENTS



To assist in the daily hearing of reading in Prep - Grade 3, parents are encouraged to volunteer for reading assistance from 9.00 - 9.30 am on a day (or days) that personally suit you.

Our aim is to have three parents each day. Parents are also encouraged to hear reading in the upper grades as it is our objective to develop reading independence at the earliest possible stage.

SCHOOL HOURS



9:00am Assembly (Monday only)
9:00am - 11:00am Session 1
11:00am - 11:30am Recess
11:30am - 1:00pm Session 2
1:00pm - 1:10pm Supervised Lunch
1:10pm - 1:55pm Lunch
1:55pm - 3:15pm Session 3

SPORT

The school has a varied sports program which includes swimming, upper school inter-school winter sport involving football and netball, inter-school Athletic Sports Days and a PE program for all grades every week.

These programs are designed for the active participation of all children.

STRATEGIC PLAN

The Strategic Plan is an agreement between the school and the Department of Education and Early Childhood Development.

Each plan is for a three year period and outlines the goals and priorities of the school. The goals and priorities are set after intensive consultation with the school community.



SWIMMING

An intensive swimming program is conducted in February/March each year for children in grades Prep - 6.

The venue is the Numurkah Pool and the program occurs on designated days unless the maximum temperature forecast for a day is less than 25 degrees.

It is the Department of Education and Early Childhood Development's policy that in order for a child who is subject to epilepsy to participate in school swimming programs, a medical certificate stating that it is safe to do so, is required by the school.



Parents of asthmatic children are asked to provide written consent from the doctor to their child's participation in swimming activities.

TERM DATES - 2017

Grade 1-6 Students resume
Tuesday 31st JANUARY

Prep Students start
Tuesday 31st JANUARY

The term dates for 2017 are as follows:

- Term 1** 30 January (Teachers resume),
31 January (Grade 1-6 Students)
31 January (Prep students)
to 31 March
- Term 2** 18 April to 30 June
- Term 3** 17 July to 22 September
- Term 4** 9 October to 22 December



UNIFORM

School Council has determined that the wearing of school uniform is compulsory:

Girls:

- Polar Fleece jumper / polar fleece vest
- Red polo shirt - long or short sleeve
- Navy track suit pants
- Navy gabardine / cargo pants
- Navy shorts / skirt or blue & white check dress.

Boys:

- Polar Fleece jumper / polar fleece vest
- Red polo shirt - long or short sleeve
- Navy track suit pants
- Navy gabardine / cargo pants
- Navy shorts.

N.B.

- (a) With the exception of girls dresses and skirts all items are available at school at cost price.
- (b) blue or white skivvies may be worn in winter.
- (c) preferred colour of socks - navy or white
- (d) sensible shoes.
- (e) articles of clothing that children may remove at school must be clearly named.

VOLUNTARY ASSISTANCE

Parents are involved with school activities where-ever possible and the appearance and tone of the school reflects the willingness of parents to help their school.

Parent involvement in the past has included library assistance, reading, swimming and working-bees.

Specific help is sought through the school newsletter from time to time and any support is most appreciated.



Katunga Primary School



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