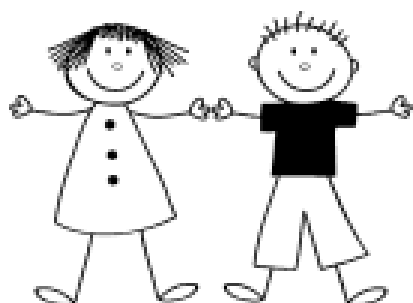




# 2025

## Information Booklet



**CLUNES PRIMARY SCHOOL**

**NO. 1552**

Canterbury Street, Clunes Vic. 3370

Telephone (03) 5345 3182

Email: [clunes.ps@education.vic.gov.au](mailto:clunes.ps@education.vic.gov.au)

## **2025 STAFF**

### **PRINCIPAL**

Ms Sonia Jardine

### **TEACHERS**

Jordyn Purdie (formerly Dargaville)

Victoria Anderson

Paul James

Cassie Mitchell

Ashley Burke

Ash-Leigh Keating

Jane Thompson

Tomomi Mori

Dianne Bongiorno

### **BUSINESS MANAGER**

Jesse Parker

### **EDUCATION SUPPORT STAFF- Integration Aides**

Jan Miles

Val McNeight

Liz Garth

Tanya Ingram

Alicia Brown

### **STUDENT WELFARE COORDINATOR (formerly SCHOOL CHAPLAIN)**

Shell O'Brien

### **SCHOOL COUNCIL PRESIDENT**

Jo Henderson-Drife

### **SCHOOL CLEANER**

Dolls Cleaning/Rhonda

### **SCHOOL BUS/ DRIVER**

Christians Bus Company/ Tammy

### **SCHOOL GARDENER**

Thomas Hazeldine

## **SCHOOL TIMES**

8:45 am	Morning Fitness/ Assembly begin followed by 8.55am Roll & Learning!
11:00 am - 11:20 am	Recess
1:00 pm - 1:10 pm	Lunch eating then lunch play until 1:45 pm
3:00 pm	Classes dismissed

## **TERM DATES: 2025**

- \***Term 1** - 28 January to 4 April (Students start 30 January)
- Term 2** - 22 April to 4 July
- Term 3** - 21 July to 19 September
- Term 4** - 6 October to 19 December

\* 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. 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 remaining three student-free days are determined by each individual school. In 2025 the first two days of the school year have been designated as student-free days.





## SCHOOL COUNCIL

School Councils play a key role in Victorian government schools. Participating as a school council member is a rewarding and challenging experience. The school council supports the principal to provide the best possible educational outcomes for students.

School Council meetings are held on the second Wednesday of each month, during the school terms and school community members are invited to attend.

The School Council is responsible for:

- developing the school's Strategic Plan
- developing school based education policies within state wide guidelines
- administering the school's finances
- developing the student code of conduct
- employing non-teaching staff
- reporting on an annual basis to the school community on its achievements
- assisting in the selection of a school principal when a permanent vacancy occurs and making a recommendation about the appointment to the Department of Education (DE)

Our School Council has 13 members who are elected for a 2 year term. 7 are parent, or non DE members, 4 are staff, or DE members and 2 members co-opted- interested members from the wider Clunes Community. The Principal is automatically the executive officer of the School Council.

## SCHOOL COUNCIL POLICIES

A school council is responsible for developing particular policies to reflect the school's values and support the school's broad direction, as outlined in its strategic plan. Legislation and Departmental imperatives require councils to develop some policies, and they may develop other policies to address local needs.

School Council needs to know that policy is required when it relates to the governance of the school. This includes the implementation of government policy and guidelines.

The day-to-day operational policies and procedures in schools are managed by the principal and staff. School council policies are documents that are made available to the school community as a means to clarify functions and responsibilities, manage change, promote consistency, meet standards and make decision-making transparent. Policy development offers school council the opportunity to engage with the school community on matters of importance to that community.

Councils are required to review their policies regularly to ensure that they remain relevant and valid. Our school community is made aware of reviewed policies via the school newsletter and our school website. Policy copies are also available for all members of the school community via the school office.

## CHILD SAFE STANDARDS & REPORTABLE CONDUCT PROCESSES

# PROTECT

Protecting children & young people  
from abuse is our responsibility



Clunes Primary School Child Safe Standards and Reportable Conduct documents are held at the School Office and are on our Website.

The Victorian Government is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, there is a regulatory landscape surrounding child safety, underpinned by the PROTECT Child Safe Standards. The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and



schools, to ensure they are well prepared to protect children from abuse and neglect.

At Clunes Primary School, The Child Safe Standards ensure that we provide a solid framework and focus to improve our policy and practices around child safety. Our Child Safe Standards will support the school to embed a culture of no tolerance for child abuse but, where necessary, to respond appropriately. Please take the time to read the seven Standards.

## PARENT GROUP / FUNDRAISING GROUP

The role of this group is to support the school by fundraising and being an integral part of school activities. Our Parent Group is not a formal group and reports directly to the Principal and informally to School Council. Helping parents support many different activities across the year. We warmly welcome parent group support at all times. We have a weekly Friday fruit chop Roster, weekly Thursday Lunch Order Drop Off Roster and bi-weekly Breakfast Club Program. Key fundraising events such as the annual Book Town, Clunes Show, Vintage Truck Show etc. requires additional parent / family support. Please see the Office if interested. A Working with Children Check is a legal requirement for you to assist as a Parent Helper.

## JUNIOR SCHOOL COUNCIL

Junior School Council (JSC) is a forum for children, elected from Grades Prep-6, to express their concerns regarding our school community, and gives them an opportunity to be involved in decision making in the school. Some issues which are addressed include fund raising and student interests. Issues raised in class meetings are taken by the grade councillors to Junior School Council. Minutes from Junior Council meetings are circulated for information and action. Our Student Leaders also meet each week with the Principal.

## COMMUNITY PARTICIPATION & AWARENESS

Clunes Primary School prides itself on active participation and inclusion in Clunes community events and activities including Book Town, Words in Winter & the Clunes Show.

## SCHOOL NEWSLETTER



*Every 2<sup>nd</sup> Thursday, the eldest child in each family takes home a school newsletter.* Please look out for it! (It is also forwarded home electronically to all families.) These should be read carefully (and filed for future reference). The school newsletter is the prime communication between home and school and contains the most up to date information regarding activities at school. It is also a valued way for us to share our students' successes.

The School Newsletter including a Calendar of events for the term (back page) is also available on the school's website– [www.clunesps.vic.edu.au](http://www.clunesps.vic.edu.au), via our communication App on SENTRAL or at the Office.

## PARENT PARTICIPATION

Parents and families are encouraged to participate in all school activities. Most invitations will be through the school newsletter. If you have expertise in an area and are willing to offer your services, please contact the office so that your name may be added to the file. A Working with Children Check is a legal requirement for you to assist as a Parent Helper.

## 3 WAY CONFERENCES (PARENT TEACHER INTERVIEWS)



A 3 Way Conference (parent / teacher interview) is conducted twice annually. Every child is expected to attend the 15 minute Conference with their Parent/ Carer. You will be given ample notice before the interview and times can be negotiated within a published schedule on the SENTRAL APP. This gives both parents and teachers an opportunity to discuss various matters concerning the children and leads to better home/school communications.

**A parent or teacher can request a 3 Way Conference or Parent Teacher Interview at any time.  
A mutually convenient time will be negotiated.**

## COMMUNICATION DIARIES / READING LOGS

All children will be provided with a student diary. This is to be used for reading logs as well as for home/school communications. The School recommends that parents use this diary daily, thus developing two way information sharing between school and home.



## PARENTS' PARKING

In the interest of safety, parents are asked to park on the school side of the road and to observe parking regulations. **REVERSE PARKING IS AGAINST VICTORIAN ROAD LAWS.** Bus parking bays should be kept clear as indicated by signs.

The school car park is for staff, visitors and deliveries only. Disabled access for families via the staff car park may be granted from the Principal. Please help to observe these requests for the safety of your child/ren.

## PREP\FOUNDATION CHILDREN

An invitation is extended to parents of all new children to meet in the Staff Room on the child's first day of school for a cup of tea or coffee and Morning Tea. (after the short whole school Assembly)

Prep children will attend school from 8.45am – 3.00pm (full days) for Term I, with the exception of Wednesdays until initial assessment tasks are completed (usually by the end of week 6/ 7).

## SCHOOL NURSING SERVICE

The School Nurse from the Department of Education; Child and Family Health Services (Community Services) will visit our school during the year to:



- Conduct an optional **but strongly encouraged** Health Assessment on all Prep / Foundation children.
- Follow up children with issues previously identified.
- Assess children from other grades who have been referred by parents or teachers because of health concerns.
- Identify new enrolments other than Prep/ Foundation grade and perform a Health Assessment.

## SCHOOL BUS

Many of our pupils travel to and from school by bus. **N.B.** Primary pupils who travel on Government controlled buses must receive permission to use the bus from the Principal. Parents should note that this travel is a privilege not a right. Permission to travel may be withdrawn if a student's behaviour is unsatisfactory. Considerable responsibility rests on all concerned to ensure that school bus travel is as safe as possible. The school must be notified if there is to be a change to your child's normal travel arrangements. Bus travellers will receive pertinent information and documentation to be signed annually.

Public Transport Victoria plan to eventually take over control of ALL Bus Travel registrations and arrangements. We will inform you of the requirements as soon as they are sent to the school.

## SAFETY– Walking / Riding to School

Examine your child's route to and from school and encourage him/her to use the same route each day. The Road Safety Council has shown that your child is less likely to be involved in an accident if they:

- (a) wear bright clothes during the winter months;
- (b) cross streets at intersections; (Walking NOT running/ riding across intersections)
- (c) use a regular route that they know well.

## SCHOOL CROSSING



A school crossing is situated at the front of the school. This crossing is supervised by school staff after school. The children must use this crossing as a safe way of crossing a very busy street. Cooperation of parents driving children to and from school is essential to the safety of all. If you are crossing Canterbury Street please use the crossing as an example to young children. Please wait for a staff member, on Crossing Duty, to cross you and your child.

## BICYCLES



If your child/ren live within comfortable walking distance of the school and want to ride their bike, it is advisable that initially the journey is undertaken with adult supervised support (and regular check-ins) Many schools have safety problems and 'near misses' each year concerning bicycles.

**N.B.** Vic Roads recommends children under the age of 9 years should not be allowed to ride a bicycle on the road alone.

## HELMETS

If your child does ride a bike or scooter to school he or she must, legally, wear a helmet for their safety.

## WET DAYS

Children are encouraged to keep dry, stay under shelter and wear appropriate clothes for the weather. In wet weather, children may be requested to remove shoes when coming inside. They may have slippers/ spare shoes at school and this then keeps their feet dry and the carpet clean! Rubber boots may be worn outside over the Winter months. Please have a warm and dry option for students e.g. slippers to put on when they come inside.

## SCHOOL Fruit Snack at 10 am and SCHOOL LUNCHES



The school encourages parents to provide suitable cut lunches for their children. Lunches are eaten in school under teacher supervision. Lunch boxes and drink bottles (plastic bottles) should be clearly marked with student's name. Senior classes have access to a sandwich press and microwave for specific rostered days. At APPROXIMATELY 10AM students will have a small 'Brain Break' & are encouraged to eat a piece of fresh fruit or vegie. A platter of fruit and vegies is provided each Friday.

Children who go home for lunch must bring a note stating this to their teacher. If this is regular, one note for the year will suffice.

Each Thursday The Top Shop, supported by Clunes Neighbourhood House, offers a lunch order service for the students of Clunes Primary School. Details for orders can be found in the school newsletter.

Our Parent's/ Fundraising Group may provide lunches on special days and all parents are encouraged to support their efforts.

## LOST PROPERTY

Please name **ALL** articles of clothing, especially jumpers, windcheaters, parkas, etc. and regularly check that the name is still clearly visible. Clothing items are often removed during recess and lunchtimes and become “forgotten items”. A Lost Property Box is kept in the Gallery. At the end of each term we usually have a large amount of unclaimed clothing. If owners cannot be found the clothing is then given away, or a ‘goods available for donation’ table is established.



## SUNSMART

Our school has a SunSmart policy during Terms 1 and 4. The school’s aim is to make protection a habit and this requires support from home as well as school. To develop this habit please ensure your child wears a navy broad brimmed or bucket hat, uses SPF 50+ sunscreen (optional) and plays in the shade where possible.

**Parents are asked to continue this practice at weekends and after school hours.**

**STUDENTS WHO DO NOT WEAR A BROAD BRIMMED or BUCKET HAT DURING TERMS 1 AND 4, WILL PLAY only IN DESIGNATED UNDERCOVER AREAS.**

## HAIR

Hair that touches the shoulders must be tied back for school.



## SCHOOL UNIFORM – uniform order available at the School Office

A school uniform reinforces a sense of pride, identity, belonging and equality within the school community. The school dress code enhances the image that the school projects, and it is also a useful means of promoting individual student safety and group identity. Clunes Primary School has a ‘Compulsory Dress Code’. All students must comply with the uniform and colours.

Parents are requested to implement the wearing of school uniform. Students are required to wear school uniform when they leave the school to go on excursions or sporting events.

**Summer** - All children - Navy shorts, gold polo shirt, sandals or appropriate shoes (no thongs or crocs) and broad brimmed/bucket hat. Bucket hats are available from the School Office. There is also a blue/white gingham school dress.

**Winter** - All children - Navy track pants, gold polo shirt, navy windcheater or polo fleece, school shoes (optional). Appropriate toes enclosed footwear. Children are encouraged to wear shorts or tracksuit pants for Phys. Ed.



## IN AN EMERGENCY

Emergency Student records are maintained at school so that prompt medical attention can be obtained when needed. This enables us to contact parents or emergency contact persons should the need arise. We also stress that children who are not well are kept at home so that care and attention can be given to them. Children who are unwell are not able to focus properly on school activities, but need rest and parental TLC. Also, we ask that children are kept at home when ill, so that other children are not at risk.

**So that emergency records can be kept up to date it is most important that the school be notified of any changes to home address, phone numbers, name of emergency contact and phone number and pupil’s medical information.**

**In an emergency, messages will be passed onto children, but we ask that parents keep this to a minimum and only when an emergency situation has arisen.**



## LEARNING PROGRAMS

The Victorian Curriculum 2.0 is the Foundation (Prep) to Year (10) mandatory curriculum that is used in our school. The curriculum includes a strong focus on the foundational skills of literacy and numeracy and on personal and social skills, thinking skills and areas of learning such as computational thinking. Department of Education Respectful Relationships and The Resilience Project programs are taught at Clunes Primary School.

Teachers in our school use the Integrated Curriculum approach to link the essential learning areas of Science, Health, Geography, History and Technology in topics which are planned on a term basis over a 2/ 3 year cycle.

Teachers plan activities which cater for a wide range of student abilities and learning styles. The school places high value on teaching and learning strategies which develop independence in learning and cooperative skills.

In 2025, Specialist Programs will include Visual Arts, Physical Education, Performing Arts, LOTE (Japanese) and Environmental Studies/ Sustainability/ Cooking Program.

## ENGLISH LANGUAGE



Clunes Primary School has a dedicated whole school approach to Literacy. A daily two hour literacy block covering essentials; Reading and Writing and incorporating Speaking and Listening operates in all classrooms.

In 2025, Clunes Primary School will implement the Department of Education's new mandated Explicit Teaching of Literacy model, embedding delivery at the Prep level and consolidating delivery of the model at Years One and Two.

In Years Three to Six in Reading we use Whole/Part/Whole teaching. We teach to the whole group, then the children work in small groups independently while the teacher takes a group for Guided Reading, Guided Reading/ Reciprocal Teaching and Literature Circles.

Children are constantly monitored and always work at their individual instructional level.

In Writing, we teach a range of text types at each year level. We use VCOP strategies and games which cover vocabulary, connective words, interesting openers for their sentences and punctuation. The Big Write is used to build up children's writing stamina and post-session student and teacher analysis and assessment is used to edit and set individual goals for future writing.

Spelling is taught by direct instruction through a program called Spelling Mastery (SRA) from Year One to Six for half an hour for four days of the week.

## TUTOR LEARNING INITIATIVE



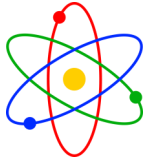
As well as regular classroom activities and instructions children chosen from Grade Prep to Six to enter this acceleration program in reading and writing will have daily half hour— 40 minute lessons conducted on an individual / small group basis by an experienced and trained teacher. These lessons continue for approximately 20 weeks or for the duration of the specific learning program.

## MATHEMATICS

The Mathematics curriculum provides students with essential mathematical skills and knowledge in Number & Algebra, Measurement & Geometry and Statistics & Probability. The curriculum focuses on developing increasingly sophisticated and refined mathematical understanding, fluency, logical reasoning, analytical thought and problem solving skills. The skills in these content areas are applied through the proficiencies of Fluency, Understanding, Reasoning and Problem Solving.

Our mathematics program focuses on developing children's numeracy by applying maths skills in real-world problems, games, practising + - and  $\times \div$  and investigations. The children experience a range of stimulating teaching strategies that encourages them to "think like a mathematician". A wide variety of learning technologies is also incorporated into the maths program.

## SCIENCE



Science and its applications are part of everyday life. Science lessons in the classroom will be part of an integrated approach. Children are also encouraged to become involved in Community based extension activities. Students are involved in hands on, inquiry based activities designed to encourage children to become 'real scientists' – to observe, to think, to question, to discover, to create, to experiment, to record.

## SPECIAL NEEDS AND GIFTED AND TALENTED PROGRAMS– VHAP

Special Programs address identified needs of all students. The Victorian High Ability Program is utilised for identified students in Numeracy and Literacy in Years 5 & 6. Scaffolding Numeracy extends in students Years 4 , 5 & 6. **Student Support Group Meetings** are conducted each term for students with identified needs, medical, disability and are mandated also for our students identifying as Indigenous.



## INFORMATION AND COMMUNICATION TECHNOLOGY & LEARNING

Today's students and their parents have an expectation that they (the students) will access up to date computer technology at school.

To reflect the importance that the school places on technology as a learning tool senior students have 1-1 access to a computer and the school has 4+ computers for each classroom which allow access to Internet, E mail and printing for each class group. Pods of iPads and Lap tops are available for classroom use. The school is a registered and practicing 'eSmart' school, focussing on the safe use of electronic technology within and outside of school. Students complete an 'Acceptable Use of Technology' Agreement at the beginning of each school year.



## THE ARTS - VISUAL ARTS

The Arts program complements and enriches the school's Integrated Curriculum while focussing on the Visual Arts learning outcomes of exploring and developing ideas, using skills, techniques and processes, presenting, and arts criticism/aesthetics.

It aims to cover the Visual Arts areas of painting, drawing, textiles, sculpture (modelling and construction), collage and printmaking. Students engage in a 1 hour Visual Arts lesson each week.

An individually selected piece of art work is presented at the Clunes Show each year for each child.

## LOTE - JAPANESE

The LOTE program focuses on introducing students to and expanding on knowledge of the language and culture of Japan for one hour per week.

In 2025 our senior students will once again be given the opportunity to connect, in real time, with a classroom of students in Japan as part of their learning program.



## PERFORMING ARTS ( MUSIC/DRAMA)

Through our Performing Arts program we aim to stimulate and further develop an interest in, and enjoyment of, the performing arts. We also aim to create an awareness and understanding of the various elements of music, dance and drama and to broaden the children's concept of the performing arts. Students receive a 1 hour Performing Arts lesson each week.

A major performance is conducted every two years with all children in the school taking part. A performance will occur again in Term 2/ Term 3 2025.



Where possible children who already learn musical instruments out of school are encouraged to make use of their talents through our music program.

## HEALTH

Health issues are addressed across the school through an integrated approach. We address healthy food, healthy bodies, and healthy living including the use of leisure time.

We are a recognised Health Promoting School and work closely in partnership with Hepburn Community Health to develop and promote an awareness of healthy living and healthy choices across the school.

One component of the Human Relations Course for 5/6 children relating to puberty will be covered by school staff, with parental permission. The sessions will involve the use of videos, work sheets and class discussion and cover the natural physical and emotional changes which may occur during the normal pubescent development. The sessions are designed to complement the knowledge passed on to the children by their parents. Parents are given the opportunity to view the videos and discuss the program prior to these lessons by arrangement with the school.



**PHYSICAL EDUCATION / Morning Fitness/ Walk to School** All children have regular physical activity with their classroom teacher. All students participate in a minimum of 15 minutes a day and weekly PE lessons of 1hr. Children participate in a range of physical education activities over their seven years which include: a comprehensive swimming/water safety program, dance program, games skills/ball handling program, athletic and fitness program.

All students will have swimming lessons at the Aquatic Centre in Ballarat. Children are also encouraged to participate in sporting and recreational activities outside of school.

At Clunes Primary School Morning Fitness is conducted (weather permitting), each Tuesday to Friday on our school Walking Track (around the school ovals) 8.45am– 8.55am. Students are encouraged to walk or run and engage with those around them, building physical, emotional and social health. Walk to School is conducted once a week in Term 1 & 4, weather permitting, Students (and parents) meet the teachers at Queen's Park (the Playground) at 8.30am.



## LIBRARY

Children are encouraged to borrow regularly and parents are asked to support their children in this. Regular borrowers become great readers and information gatherers.

Library bags are essential and must be named. Library Bags can be purchased at the school's office.

Lost or damaged books need to be reported quickly so that your child can continue to borrow. Replacement cost would be appreciated for new books that are lost or are unable to be repaired. Reading the books with your child is a great way to keep children enthusiastic and regular borrowers.

## CAMPS PROGRAM



All students at Clunes Primary School are involved in a Camps Program every second year. This includes a long Day 'Camp' for students Prep– Two. Children from grades 3/4/5/6 attend Camps away from Clunes.

Information regarding Camps is always sent home well in advance. Parents may pay for camps by scheduled payments if negotiated with the Principal. We encourage all children to attend these worthwhile activities which are integral to our curriculum. The next Camping Program will be held in 2026. Families receiving concession benefits may access the Camps, Sports and Excursions Fund (CSEF) in order to support associated costs.

## SCHOOL EXCURSIONS



During the year excursions out of Clunes may be arranged for pupils. A parent consent form, for each excursion, will be sent out with excursion information and must be returned with payment. Some excursions are within walking distance of the school. As these are considered normal school work a blanket consent form, filled in with enrolment, provides permission for any such activity. Students are required to wear school uniform when they leave the school for excursions or sporting events.

## DISABILITY INCLUSION

Clunes Primary School has children formally working with Education Support - Integration Aide Support. Students identified as eligible for Disability Inclusion are resourced partially outside the school's regular budget. Education Support staff- Integration Aides, support teachers in providing a suitable educational plan for the students on the program. At present we have a number of students receiving program support.



Mandated and school based Student Support Group Meetings (SSGs) are held each term with individual goals designed as an Individual Learning Improvement Plan.

## GENERAL HEALTH

- If your child has any complaint that you feel the school should be aware of then it is wise to notify the school as soon as possible.
- Early notification of any concern, e.g. deafness, poor eye sight, nervous disorders, bladder and bowel weakness is a great help to teachers and may save your child being embarrassed.
- If your child takes ill at school, a staff member will notify you and request that you take your child home. **Please ensure that Emergency Contacts are kept up to date.**
- School is a place for healthy children. If your child is not well, please keep him/her home until well enough to take part in the program, and not affect the health of others.
- In the event of absence, the school must be notified in writing, (this includes using the SENTRAL APP or sending an email as back up to a call so that the reasons may be recorded according to attendance regulations.

## ATTENDANCE/ ABSENCES

**Every day Counts!** Regular student attendance at school is vital and ensures positive learning outcomes and emotional and social wellbeing for a child attending Clunes Primary School.

Students who have been absent are required to bring a note signed by a parent/caregiver advising teachers the reason for the absence. Parents who phone the school to explain a student absence must still forward a written notification to the school. See above. Any calls and explanation are recorded in an Absence Book. Daily absence is a focus of the Department of Education and unexplained absences will be followed up by communication from the school (CASES / SENTRAL generated text, or a phone call). Any absences of 1-3 days without advice coming from parents will be followed up by classroom teachers by sending home an absence slip and/or by making a phone call.



The Principal will be made aware of any unsuccessful attempts to contact families of absent students, of any patterns of absences or any unexplained student absences of more than 3 days and follow up contact will be made by the Principal. Attendance will be recorded on Student Achievement Reports each semester.

## ACCIDENTS/ ILLNESS



Particular care will be taken to support the needs of the injured or ill child.

Staff members across the school are fully trained to administer First Aid and if necessary CPR. When an accident is observed or an accident is reported to them, the following procedure will apply:

- First Aid instigated immediately
- The student, if capable, will be brought to the Office. However, if the injury is serious the student will not be moved.
- Where the student is being managed by office staff/first aid officers, office staff will contact parents and notify them of the students accident and injury as soon as possible. An 'Illness/ Injury Parent Notification slip' will be completed by the First Aid Officer.
- Class / Specialist teachers will contact the parents of students involved in minor accidents and/or receiving minor injuries via phone, the SENTRAL APP or student diary.

**Sick Bay** – All students who are unwell and unable to participate in learning will be brought to the Office or sent with a buddy with a note from the teacher. Parents/guardians will be contacted and notified of the student illness by office staff. A child who is unwell will spend time in the Sick Bay while contact is made with parents.

**BEHAVIOUR** - (please refer to *Clunes Primary School Student Engagement, Inclusion and Wellbeing Policy*)

We implement Whole School Positive Behaviour Support (WSPBS) at Clunes Primary School. We have three positively stated school rules and we support WSPBS with professional learning. There are three whole school rules which we expect all members of our school community to follow:

**We learn.**

**We show respect.**

**We are safe.**

Teachers maintain effective behaviour management strategies and are supported by colleagues and the Principal.

Various techniques support Classroom and Specialists sessions management and behaviour such as rewards, time-out, changes in seating positions, contracts, class discussions, withdrawal of privileges, parental contact, reflection time, behaviour forms etc.

The four guiding principles of our *Student Engagement, Inclusion and Wellbeing Policy* that determine our practices are:-

***Firstly - Expectations***

In order for this school to operate effectively and serve the needs of all children in the school, the school community understands and accepts that certain kinds of behaviour are expected.

***Secondly - Rights***

We all believe that each person should be fairly treated and that each person has rights, which will be recognised and accepted by those involved in the school community.

***Thirdly - Responsibilities***

Related to these rights are certain responsibilities that must be recognised and accepted by those involved in the school community.

***Fourthly - Consequences***

It must be realised and accepted that certain consequences will occur when these rights are infringed or these responsibilities are not accepted.

## **BOOK CLUB**

Book Club (Ashton Scholastic) orders are processed regularly. All orders and payment envelopes are sent to the Office.



## **STUDENT WELLBEING SUPPORT STAFF MEMBER (formerly Chaplain)**

We are very fortunate to have the support of a Student Wellbeing Support person for 2.0 days weekly. Shell provides a supportive listening ear for students, staff and parents. There is a simple referral process to follow when seeking support for your child. In 2025, Shell will attend Clunes Primary School on Tuesdays and Thursdays and can provide appropriate resources, contacts and tips to support families and support emotional wellbeing.

**BREAKFAST CLUB** is conducted in the Multi-Purpose Hall beginning at 8.00 am every Thursday and Friday morning. All students are welcome to participate in the breakfast. Please let the Office know if your child has special dietary requirements for Breakfast Club so that preparations can be made to fully cater for your child's needs.

At the end of every year there is a special breakfast!

## **COMMUNICATION**

**Class / Unit Newsletters to Families.** Teachers will provide a Class Newsletter at the beginning of each semester informing families of specific class based routines and expectations, topics/units of work for the semester, literacy focus, maths / numeracy focus, special class events, ways families can assist etc. These Class/ Unit Newsletters greatly assist home school communication.



## DISCOS

In Terms 1, 2 & 3 our Junior School Council (JSC) conducts a Disco for our students, supported by staff. The discos are usually conducted on a Thursday evening in the second last week of the term. There is a theme that has been nominated by the JSC after listening to the students and voted for, and the Multi- Purpose Hall is decorated by the JSC students according to the theme. Students who do not wish to dress in theme may wear child appropriate free choice of dress. The discos are advertised on the Term Calendar and in the Newsletter.



Our Junior School Council usually conducts a Canteen at the Disco and for this fundraising opportunity we do not commit to our Healthy Eating Policy and practises.

In 2024, our Parent and Fundraising Group introduced a parent Get– Together session whilst the Disco was on. This was very well attended and will continue in 2025. Have a cuppa, cake and chat in the Staff Room whilst the Disco is on!

On the last day of the Term our students have permission to wear casual clothes.



## GRADUATION

Our Year 6 students formally take part in a Graduation ceremony and celebration at the end of the Year 6 year.

## HOUSE SYSTEM

All students upon enrolment are assigned to a Sports House – family members are assigned to the same house. Our Sports Houses include:

**CAMERON (red) BECKWORTH (blue) BOLTON (yellow)**

Students are able to purchase a Sun Smart Bucket Hat that identifies their House Team on the underside of the hat. Students are reminded of their house prior to the school Athletics and Swimming Sports.

## INTERSCHOOL SPORT

From time to time students in Grades 3-6 will be involved in interschool sports and class teachers support the events organised by our Physical Education teacher.

## MOBILE PHONES & ELECTRONIC DEVICES

Students are strongly encouraged to not bring mobile phones or electronic devices to school unless they have a genuine need. Smart watches need to be disabled. Responsibility for the mobile phone and/or electronic device must be discussed with the classroom teacher in advance. Should the mobile phone or electronic device need to be brought to school the mobile phone or electronic device should be taken to the Office and will be kept with the Business Manager / Principal. The School Bus also has a no electronic device use Policy. The school does not take any responsibility for mobile phones or electronic devices kept in school bags. A school Mobile Phone Use Policy is found on the school website following Department of Education requirements. An Acceptable Use of Information Technology document is forwarded home to all families at the beginning of each school year.





## MOVEMENT AROUND THE SCHOOL

Class movements are carried out quickly and orderly as a group and to not disturb other classes. Teachers ensure that classes are supervised when moving from one area of the school to another.

### **Doubles and Triples** (Student Safety)

We have a procedure for students moving around the school in class time that involves 'doubles' and 'triples' for personal safety and security reasons.

We adopt a '**Doubles**' (two children) procedure when children are going to another area of the school and then both returning to their class shortly afterwards e.g. message to another class, going to the toilet, etc.

A '**Triples**' (three children) procedure occurs when one child is not going to return to the classroom e.g. child to stay at the sick room, child to spend time in another class.

## OUT OF HOURS AFTER SCHOOL CARE / HOLIDAY PROGRAM



After school childcare is provided from 3.00 pm to 6.00 pm on school days at the Clunes Primary School's Multi-purpose Hall where possible. Before school childcare is available if enough interest is expressed and staff are available. Occasional care is also available but must be booked in to confirm availability. After School Care provides an engaging program in a safe and friendly environment. The program is limited to 10 students per day and offers a fun but well supervised experience. Children are provided with a healthy snack.

A varying range of activities are offered in every session allowing students both the chance to be active but also have some quiet time. There are organised games, play and creative activities. Fees are very reasonable as this program is subsidised by Childcare Benefit scheme. Families will need to notify Centrelink if their child is enrolled in the program. Phone: 135150

For more details contact Daylesford Family Daycare. Phone: 53483272

## PLAYGROUND AND YARD SUPERVISION

There is a duty Roster for staff to manage supervision and support whilst our students are at play in the playground. All duty staff wear a fluoro jacket (to be easily seen by students and staff) and carry a Yard Duty Behaviour Management Booklet for the Zone within the school that they are responsible for. Our staff model sun-smart hat use to the students.



Students that have not completed eating inside within the allocated time, must eat in the eating area or outside their classrooms, and must be seated whilst eating.

## RELIGIOUS EDUCATION

Religious Education is not currently conducted at this school.

## SMOKING

It is State Government & Department of Education policy that smoking is prohibited in and external to the boundary of all Victorian government school buildings and premises. There is to be no smoking within 4 metres of all entrances to the school.

## **VALUABLES**

We encourage our students to keep valuable and 'special' items at home including toys and games. In the event these items do make it to school, teachers will try their best to 'look after' items so that they do not go out in to the playground where they may be lost or damaged. Some items may need to be brought to the Office for safe keeping.

'Swap Cards' are generally discouraged at school.

At times, the class may celebrate an earned event with a Technology based session. Items may be brought to school at the risk of the owner. There are technology items that can be used on the day in the event that they cannot usually be brought to school.

On occasion, bus travellers may be permitted to use an item as such e.g. iPad. These are the responsibility of the owner and Bus Rules must be adhered to at all times.

## **VISITORS**

All visitors to the school must come to the School Office first and sign in as a visitor.

## **MEDICATION – ADMINISTRATION**

The School is not able to provide / administer analgesics to students without written permission from the parent/ carer. Many children attending school need medication to control illnesses such as asthma and epilepsy. It is a school policy that only prescribed medication will be administered by an Education Support Officer or staff member. All named medication must be handed in to the Office with clearly written instructions for the dosage and time. There is a specific Medication Administration Consent Form that needs to be completed.

## **INFECTIOUS DISEASES - EXCLUSION OF PUPILS**

See attached information from the Health Department

### **CHICKENPOX**

Until fully recovered. N.B. Some remaining scabs are not an indication for continued exclusion.

### **HEAD LICE**

When Head Lice are detected either by parents, staff or Community Health Nurse, the following steps must be taken -

1. Child is excluded from school
2. The necessary lotion is obtained from the chemist. (for supermarket/ conditioner method option please speak with the Principal)
3. Appropriate treatment is given and live lice are removed.
4. The child returns to school after treatment/ live lice are removed.

### **IMPETIGO (School Sores)**

Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.

### **MUMPS**

Until fully recovered.

### **MEASLES**

For at least 7 days from the appearance of the rash or until a medical certificate of recovery is

produced.

**N.B.** Contacts are to be excluded for 13 days after last contact unless medical documentation of prior infection or immunisation is provided.

### **WHOOPING COUGH**

For four weeks or until a medical certificate of recovery is produced.

### **RINGWORM OR SCABIES**

Until appropriate treatment has commenced (contact doctor), supported when requested by a medical certificate.

### **RUBELLA (German Measles)**

Until fully recovered and at least four days from the onset of the rash.

### **HEPATITIS B**

Children are to be excluded during the acute stage and the principal notified. A medical certificate stating that the acute stage is passed must be given to the principal before the child can return to school.

### **PREP IMMUNISATION RULES**

All prep children enrolled are required to have a certificate of Immunisation for the following prescribed diseases: diphtheria, tetanus, poliomyelitis, measles and mumps.

Should an outbreak occur in the school of one of the above diseases, a child without the certificate or one who has not been immunised will be excluded for a period of time. This is a State-wide program to aid in the eradication of the disease.

## **SCHOOL DRESS CODE GUIDELINES**

### **To read in conjunction with the School Dress Code Policy**

**The School Dress Code is compulsory at Clunes Primary School and must be worn by all students while at school or on school related activities and excursions.**

Any queries about the compulsory Dress Code should be directed in writing (and signed) to the Principal.

### **WHAT IS THE COMPULSORY DRESS CODE?**

The compulsory Dress Code consists of:

#### **Summer**

- Navy blue shorts/ skorts
- Gold polo top
- Blue and white checked dress. (To avoid embarrassment, plain black or navy briefs, shorts or leggings can be worn.

#### **Winter**

- Navy track pants or navy blue drill pants
- Gold polo shirt
- Navy blue windcheater or Navy Blue Polo fleece
- Navy blue pleated pinafore (optional)

Any mix of summer/winter components of the Dress Code is acceptable.

### **ADDITIONAL**

Broad brimmed or bucket Navy Blue Hats are compulsory in Terms 1 and 4, but are encouraged for high UV index days through the year. Children without a hat during Terms 1 and 4 will be required to be seated in a designated under cover area during recess/lunchtime and is unable to participate in outdoor sporting activities. A 'spare' Sun Smart hat will be provided to the student if possible.



Sun Smart Bucket Hats are available for purchase at the Office.

## ITEMS NOT ACCEPTABLE - The following items will not be accepted

- Leggings unless Navy or Black
- Thongs/ Crocs
- Dangling earrings
- Jewellery
- Shoes with elevated heels
- Open toed sandals
- Nail Polish
- Hair accessories unless simple and in school colours- gold or navy
- Bright hair-dye colours unless linked to a school event e.g. Sports Day, Focus Day etc.
- Jeans
- Shoes without socks
- Make - up

## SOME OTHER REMINDERS

Please ensure that your child has sufficient items of the Dress Code to last a week.

Parents/guardians must ensure that students have full school Dress Code for school excursions and on other occasions such as when school photographs are taken.

Parents are reminded of the need to clearly label all items of Dress Code with the child's name.

Please ensure that, if needed, a spare set is packed in the student's school bag. ie. change of clothes, or specific items of clothing.

## THE CONCEPT

*It is important for everyone to remember that the school Dress Code at Clunes Primary School has evolved as a concept over a number of years.*

The Dress Code is favoured by the vast majority of parents. The components of the Dress Code are practical, cheap and easily accessible.

The main reasons for having a Dress Code are:

- It gives a feeling of unity and belonging
- It helps to instil pride in the school and children
- It is practical and economical
- It removes the question of "What will I wear to school today?"
- It eliminates fashion competition especially among older students
- It adds a significant element of safety to school excursions
- It allows children to be quickly identified on their way to school

## OUT OF DRESS CODE PROCEDURES

- Children not in Dress Code who do not have a general exemption must provide a note from the parent/carer for any particular day or period out of Dress Code. This will avoid any necessary interaction at school on the issue. For children without an exemption or such a letter, a note reminding parents of the School Dress Code requirements and disciplinary procedures will be sent home to parents.
- Where the student consistently attends school out Dress Code, the Principal will bring the requirements of this policy to the attention of the parents, ensuring that they are aware of the exemption process.
- School appropriate clothing may be provided if needed.





• If

a student continues to attend school, 'out of

Dress



# 2025

Staff officially begin - Tuesday 28<sup>th</sup> & Wednesday 29th January, 2025

ALL Students begin - Thursday 30th January 2025 at 8.45am

Prep/ Foundation students have a Rest/Assessment Day each Wednesday for the first 6-7 Weeks of Term 1, 2025

Code' normal disciplinary school's behaviour management Discipline Procedures will apply.



measures consistent with the Policy and the state wide Student

Canterbury Street, Clunes Vic.3370  
Telephone (03) 5345 3182  
Email: [clunes.ps@education.vic.gov.au](mailto:clunes.ps@education.vic.gov.au)