



Kialla Central Primary School

School Number ~ 1366

“Quality Education, Rural Environment”



INFORMATION BOOK 2023



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Kialla Vic 3631
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Dear Parent/s and Carer/s,

Welcome to Kialla Central Primary School and our community.

I trust this information booklet will give you a good insight into the programs and routines of our school. Our students are the core of our business.

This information booklet includes:

- *School Curriculum & Programs*
- *Assessment & Reporting*
- *General School Information*
- *School Uniform Policy*
- *Financial Matters*

Through your School Council and Parents' Club, you can take an active part in the life of the school and ensure that your ideas are considered. I hope that you will become involved in the many and varied activities of the classroom and the school community.

Should you at any time, have any queries regarding your child's progress, the teaching program or the administration of the school, please do not hesitate to contact the classroom teacher or myself to discuss the matter.

Regards,

D. M. Humphries.

Debbie Humphries

Proud Principal of K.C.P.S.

PURPOSE

Kialla Central Primary School offers a friendly, safe environment where parents/carers are made to feel welcome, and students are treated as important individuals. The school believes the family atmosphere developed within classrooms and in the playground, contributes to each student's academic and social development. Our school, in partnership with our community, is committed to educating all students, encouraging them to be lifelong learners and responsible citizens within our rapidly changing society.

VALUES

K ~ KNOWLEDGE ~ develop strategies, skills and understanding.

C ~ COMMUNITY ~ a sense of belonging.

P ~ PARTICIPATION ~ have a go and try your best.

S ~ SUCCESS ~ work together to achieve success.

CURRICULUM

The Victorian Curriculum, Foundation to Year 10 (F – 10) sets out what every student should learn during their first eleven years of schooling. The curriculum is a common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum incorporates the Australian Curriculum and reflects Victorian priorities and standards.

LEARNING AREAS


THE ARTS

- Dance
- Drama
- Media Arts

Languages – Auslan

Mathematics

Science

<ul style="list-style-type: none"> ▪ Music ▪ Visual Arts ▪ Visual Communication Design <p>English</p> <p>Health and Physical Education</p> <p>HUMANITIES</p> <ul style="list-style-type: none"> ▪ Civics & Citizenship ▪ Economics and Business ▪ Geography ▪ History 	<p>TECHNOLOGIES</p> <ul style="list-style-type: none"> ▪ Design and Technologies ▪ Digital Technologies <p>CAPABILITIES</p> <ul style="list-style-type: none"> ▪ Critical and Creative Thinking ▪ Ethical Capability ▪ Intercultural Capability ▪ Personal and Social Capability 
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ACCEPTABLE USE FOR THE DIGITAL EDUCATION REVOLUTION

The Department of Education provides guidelines and templates to assist school communities to develop agreements as to what constitutes acceptable use of the internet, laptops and other various digital technologies in our community.

At Kialla Central Primary School, we have a Digital Technologies Policy (Internet, social media & digital devices), Digital Technology Agreement for students, Bring Your Own Device Policy & Code of Practice (Grades 3 to 6) and K.C.P.S. is an accredited eSmart School.



SPECIALISTS / PROGRAMS

1. Mobile Arts & Craft Centre (MACC) ~ Miss Sue Cowan

Fortnightly Art sessions are held for each class, conducted by a visiting specialist teacher, using the resources of the MACC van.

2. Mobile Area Resource Centre (MARC) ~ Miss Fiona Smith

Fortnightly Library sessions are held for each class, conducted by a visiting specialist teacher, using the resources of the MARC van.

This year Art and Library will be held on **Wednesdays** for Grades **5/6** & **3/4** and **Thursdays** for **1/2** and **Foundation**.

3. Drama / Music ~ We are investigating options.



Guitar and keyboard lessons are available on Wednesdays and can be arranged with an outside teacher, Cliff Doornkamp, with fees being paid directly to him.

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4. *Physical Education / Sport* ~ students participate in a weekly Physical Education and Sport program. This includes:

- Swimming Program at Aquamoves;
- House Athletics, Interschool Athletics & opportunities to attend District; Regional & State Athletics Championships;
- House Cross Country, Interschool Cross Country & opportunities to also attend District, Regional & State Cross Country Championships; and
- Inter-school / Zone Sports days such as footy, soccer, basketball & netball.



5. *Excursions / Incursions* ~ To complement our education program teachers may organise excursions / incursions for students to enhance their learning.

6. *Camps* ~ Term 4

Foundation to Year 2 Activities Adventure ~ Foundation/1/2 students are required to return to school at 5.00pm where they participate in various activities, and they have a BBQ tea. F/1 students go home at 8.00pm and return for breakfast and further activities the following day, joining the Year 2 students.

Sleepover - Year 2 students begin their camp program with an overnight sleepover at the school.

After breakfast students have a local excursion and do further activities when they return to school. F/1/2 students are dismissed at 1.30pm



(lunchtime) after their Activities Adventure. The purpose of this camp is to help prepare students for extended absences from school and home in readiness for our Grades 3 to 6 camp programs.

The Grades 3/4 camp is 3 days / 2 nights alternating between two different types of adventure venues.

The Grades 5/6 camp is 3 days / 2 nights beach experience and alternating 3 days / 2 nights city experience.

ASSESSMENT & REPORTING

Kialla Central Primary School provides parents with an informative and progressive reporting package.



We have developed a comprehensive assessment schedule that reflects the Department's assessment tools, such as Early Years Literacy and Numeracy assessments for Grades Foundation/1/2 and NAPLAN for Grades 3 & 5, as well as our own assessment tools such as Essential Assessments, On Demand Testing, S.A. Spelling Assessment, Waddington and teacher assessments.

Written reports are sent home in *June* and *December*. A parent teacher interview is arranged at the end of Term 2 and by request, either by the teacher or parent, at the end of Term 4.

Students requiring Education Learning Plans will have additional parent teacher interviews during Term 1 and reviewed at our June Parent/Teacher interviews. Further follow up interviews will be organised as required and on request.

We have a Parent/Teacher interview for all of our Foundation and new students during Term 1.

Parents/carers are welcome to come and discuss their child's progress at any time by appointment.

GENERAL INFORMATION

TERM DATES FOR 2023

- Term 1:** Staff resume on 27th January
Foundation to Grade 6 students resume on 30th January
Term 1 finishes on 6th April
- Term 2:** Tuesday 24th April to 23rd June
- Term 3:** 10th July to 15th September
- Term 4:** 2nd October to 20th December

2023 VICTORIAN PUBLIC HOLIDAYS

- Monday 13th March Labour Day
- Easter ~ Good Friday 7th to Monday 10th April ~ in the holidays
- Tuesday 25th April ~ ANZAC Day
- Monday 12th ~ June Monarch's Birthday
- Friday before AFL Grand Final TBC (usually falls in the holidays)
- Tuesday 7th November Melbourne Cup

PUPIL FREE CURRICULUM DAYS



Each year the Government allows government schools to have four Pupil Free Curriculum Days for staff to take part in professional learning. This year the following dates have been set and approved by School Council:

Thurs 16th Feb

Fri 9th June

Mon 6th Nov

1 day still TBC

SCHOOL TIMES

Kialla Central Primary school's hours are:

8.30am to 8.50am ~ Students arrive at school

8.50am to 9.00am ~ Time to get organised for 1st session

9.00am to 11.00am ~ 1st learning session

11.00 am to 11.30am ~ RECESS *

11.30am to 1.30pm ~ 2nd learning session

1.30pm to 2.15pm ~ LUNCH *

2.15pm to 3.15pm ~ 3rd learning session

3.15pm ~ DISMISSAL



* Students are supervised while eating morning tea and lunch.

Please note: supervision of students on school grounds begins at 8.30am. Students arriving at school prior to 8.30am are the responsibility of parent/s or carer/s. Students must be collected by 3.15pm unless attending our Outside School Hours Care or a school organised event. Any student/s remaining after this time, will be placed in Outside School Hours Care at the expense of the parent/s or carer/s.

STAFF for 2023:

Miss Debbie Humphries	Principal / Design Technologies & Digital Technologies (F to 6)
Mrs Deanne Mouldsdales	Foundation Teacher & Auslan (F to 6)
Ms Debra Daffy	Grade 1/2 Teacher & Respectful Relations & Emotional Intelligence (F to 6)
Mr Mitchell Zito	Grades 3/4 Teacher & Health & P.E. (F to 6)
Mrs Julie Nicholls	Grades 5/6 Teacher & Science (F to 6)
Mrs Lisa Irwin	Business Manager ~ Tues, Wed & Thurs
Mrs Tracey Opie	Education Support
Mrs Nicole O'Donnell	Tutor Learning Initiative Teacher
Miss Sue Cowan	Art Specialist ~ Mobile Arts & Craft Centre
Miss Fiona Smith	Library Specialist ~ Mobile Area Resource Centre
Mr Dale McCully	Bus Driver
Mr Grant Smith	Cleaner

EXTRA CURRICULA

Mr Cliff Doornkamp	Guitar / Keyboard Tutor
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SCHOOL STRATEGIC PLAN

This is the first year of our new Strategic Plan. This document sets the direction and the intent of the school for a four-year period. It is a key driver in achieving school improvement and is the foundation for principal and staff performance and development, school review and accountability, annual reporting, budgeting and capital works. Copies are available at the office.

STUDENT ABSENCES / LATE ARRIVALS / EARLY DIMISSALS

It is important that your child attends school on a daily basis to ensure the continuity of his/her learning. Time away from school cannot be made up by simply catching up on tasks that are missed. The explicit (specific) teaching skills along with the interactions & discussions with peers/teachers provides students with a rich learning experience that occurs at that set point in time and simply cannot be repeated at the same depth.



If a student is absent from school for any reason, a phone call, email to your child's teacher or the school, personal contact by the parent / carer or a **note is required** for the time the student is absent. If the absence will be of an extended nature, a phone call to this effect is required.

The Department introduced stronger guidelines regarding school attendance.

Parents / carers are required to notify the school of their child/ren's absence by 10.00am on the day of the absence.

Students who arrive at school **after 9.00am** must be signed into school by the adult dropping them off at the office or at your child's classroom (if the office is unattended).

If you need to collect your child earlier than usual from school please send a note with your child informing the teacher or email the school:

kialla.central.ps@education.vic.gov.au

Students who are picked up early from school must be signed out of the office or at your child's classroom (if the office is unattended) by the person picking them up.

It is important that the school is notified if someone different is collecting your child from school.

The Department of Education holds schools accountable for all student absences. We are mandated to keep accurate records of student absences, reasons for absences, late arrivals and early dismissals. Your assistance with this requirement is appreciated.

ASSEMBLY

Whole School Assembly is held Monday afternoon at 2.45pm. Our assembly is run by the students, for the students as we celebrate their success and achievements including: 'Stars of the Week' (weekly), 'Principal's Award' (weekly), 'Good Sport Award' (weekly), 'Kiwani's Terrific Kid Award' (monthly), weekly House Points, student sports reports, staff reports and special guests.

STUDENT LEADERS

Kialla Central Primary School has Election of School Leaders Guidelines and Processes.



SCHOOL CAPTAINS ~ two Year 6 students are elected by the students and endorsed by staff to these positions at the beginning of the year.

HOUSES ~ each student is placed in a House for their time at Kialla Central. Our school has three Houses: Archer (Blue), Fairmaid (Green) & Mitchell (Yellow). Two House Captains (senior students) are elected by the students at the start of each school year. Your child will be advised of their House & team colour.

House members are asked to complete certain jobs and may be rewarded for their efforts in their work, play, behaviour, etc. Points are given to the House and added up at the end of each week to determine the Weekly House Winner.

JUNIOR SCHOOL COUNCIL (J.S.C.) ~ members of the J.S.C. are also elected by their peers. Each year level has a representative. The Foundation representative is a senior student nominated by the teachers. J.S.C. organises activities for the students, undertakes fundraising and makes suggestions to staff and School Council about school facilities etc.

NEWSLETTERS



Our newsletters are published on **Tuesdays**, with special editions or notices as required. A copy of our newsletter can be emailed to you upon request, it is available on our website and a printed copy can also be sent home.

REQUIREMENTS

Students are required to have a **Library Bag**, **Art Smock** and **over the ears headphones** (please **NO** buds). Ensure these items are clearly named.

FAMILY DETAILS

If there is a change in your address, phone, medical information, family circumstances, emergency contact, access rights, etc., we require these in writing so we can update our records.

STUDENT LUNCHES

Students are required to bring their own play lunch and lunch. Our students eat play lunch and lunch together at the picnic tables. We find this way students eat their food and are under close supervision at all times.



In Terms 2 & 3, we have “Hot Lunch Days” on Tuesdays and Thursdays. Students can bring food to school that can be heated in our pie warmer. The food needs to be thawed, wrapped in foil and **clearly labelled** with your child’s name on it. A hot lunch

monitor will collect the lunch to be heated in the morning and it will be ready to eat by 1.30pm.

In Terms 1 & 4 icy poles (Quelches) are sold by J.S.C. at lunch times after students have eaten their lunch, at a cost of **50 cents**. Money raised from these sales is put towards student activities.



Students are also encouraged to have a water bottle in the classroom so they can drink **water** regularly throughout the day. There is a water filter in the Gallery for students to fill up their water bottles throughout the day.

LOLLIES

Students are encouraged not to bring lollies to school. **Bubble gum and chewing gum are banned**. Students are not permitted to eat lollies etc. during class time. Cough lollies may be permitted providing that parents / carers have notified the class teacher.



WET / HOT WEATHER

On days of wet / hot weather (over 35°C) students may enter their classroom on arrival at school if their classroom teacher is present. If the weather continues to be wet / hot at recess or lunchtime, the students will remain inside during the break taking part in quiet activities.

SCHOOL PHOTOS

Student's individual, grade, whole school, school leaders and family photos are taken once a year. Photos are available for purchase if you wish to do so.

BOOK CLUB / BOOK FAIR

Order forms for Scholastic Book Club purchases are distributed to students throughout the year. Students / parents are able to purchase these books through the school. Any purchases by families help to acquire points for the school, which will then go towards resources for the school. We also host an annual Scholastic Book Fair.



LABELLING OF PERSONAL ITEMS

It is important to have students' clothing, hats, bags, lunch boxes etc. labelled clearly, so that if anything is lost, it is easier to find. A lost property box is situated at the front entrance.

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PERSONAL ITEMS BROUGHT TO SCHOOL

Department of Education advises private property brought to school by individuals is not insured by the Department, nor is DET responsible for any loss.

Mobile phones are not permitted at Kialla Central Primary School or on any school activities such as excursions and/or camps. In accordance with Department's Mobile Phone Policy introduced in **2020**, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.

We prefer other digital devices **are not** brought to school unless they are being used for educational purposes as part of our **Bring Your Own Device** program, for Grade 3 to 6 students. Our staff believes that recess and lunch times are important for students to interact and socialise with each other.

PERMISSION NOTES

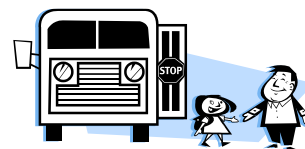


Permission notes will be sent home outlining details of all official school excursions, incursions and camps. These forms seek permission for your child to attend and consent to seek medical treatment, if required. A student will **not** be permitted to leave the school unless permission notes are returned to school signed by the parent / carer.

BUS TRAVELLERS

Parents/carers have the primary responsibility for transporting their child/ren to and from school. The **School Bus Program** assists families in rural and regional Victoria by transporting students to school. To be eligible for the School Bus Program, government school students must:

1. **Attend their nearest appropriate school;**
2. **Reside 4.8km or more from the school; and**
3. **Be of school age and reside in Victoria.**



If your child meets the above criteria, they are considered **eligible non fare paying** travellers. Other students wishing to access our bus who do not meet the required criteria and providing there is a seat available, are classified as **fare paying** travellers. The cost for fare paying students is **\$120.00 per student per term**. Families pay this to school as the Department's Student Transport Unit invoices our school each term. The Department of Education's Student Transport Unit and Public Transport Victoria set the School Bus Program Policy and Procedures.

Students should remember that the use of this service is a privilege and not a right, and as such should observe the rules set by the school and the driver. They should also remember that the school rules apply to bus travel.

Each night the bus travellers should report to the bus assembly area for a roll call even if they are not catching the bus on that day. This will help ensure that no one misses the bus through a misunderstanding.

Parents/carers who wish their child/ren to travel on the bus should call at the school office and fill out an application form.

If a non-bus traveller needs to catch the bus on the odd occasion, then the **Principal must be asked** prior to the required use of the bus. The Principal will consult with the Bus Driver and then you will be advised if your request has been approved. A written note must also be provided when approval is granted.



BIKE RIDERS

Students riding their bikes to school should enter the grounds by the 'ENTER' driveway and exit from the "EXIT" driveway. **Bikes should be walked, not ridden, inside the school grounds.** Students should not leave the school grounds until the duty teacher says it is safe to do so.

Parents and students are reminded that, by law, riders **must wear approved helmets** when cycling on public roads.

OUTSIDE SCHOOL HOURS CARE SERVICE ~ THEIRCARE

Kialla Central Primary School has partnered with TheirCare to provide this service to our school which includes quality care, booking flexibility, amazing programming for your children and commitment to deliver on their promise to our school community.

Before school care operates from **7.00am to 8.30am** and after school care runs from **3.15pm to 6.00pm**, Monday to Friday during the school term. Our OSHC service also operates on Curriculum days for our working families.

Visit TheirCare website: www.theircare.com.au to find out more about the service and/or to enrol your child/ren.

PLAYGROUP IS BACK



We host a playgroup for children up to school age that operates during each term, on a weekly basis, on **Fridays** from **9.30am to 11.00am**. Everyone is welcome, with a gold coin donation requested to cover consumables such as craft supplies, tea, coffee etc.

PARKING

Parents / carers are not permitted to park on school grounds. Please park on the roadside and allow enough space between your car and the driveways for our school bus to enter and exit our driveways.

There are **2 exceptions** to this rule:

1. If you are picking up a sick or injured child from school; or
2. If you are picking up your child from our Outside School Hours Care Service.

Please note: we are hoping to have our on-site carpark completed shortly.



ENTERING AND LEAVING SCHOOL

All students, parents, carers, family members, Playgroup families and visitors, need to enter the school by using the main gate near the office. Anyone parked out the front of the school to the right of the roadside bus stop, on either side of the road, need to walk through our front gate, along the pavers path and cross using the zebra crossing. People parked to the left of the bus stop need to enter the driveway entrance, walk along the grass to the path in front of the staff carpark.

VISITORS TO THE SCHOOL

All people visiting the school between **8.50am and 3.15pm** must report to the office and present their Working With Children's Check card. All visitors must report to the office to sign in upon arrival and sign out upon departure. This is an OHS requirement, assists the school in the event of emergency management situations and also ensures that staff are aware of who is visiting the school.



THE VICTORIAN PRIMARY SCHOOL NURSING PROGRAM

The Victorian Primary School Nursing Program offers a health assessment for children in their first year of school. The aim of the program is to promote health and assist in the early identification of health and wellbeing issues in school age

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children. The program provides parents/carers, teachers and nurses an opportunity to work together for the wellbeing of children and their educational progress. To achieve this, it is important that the school nurse has an understanding of any concerns you have about your child's health and wellbeing. Prior to the school nurse's visit, parents/carers will receive a School Entrant Health Questionnaire, which will assist them to provide this information. Parents/carers are encouraged to consult the school nurse at the time of her visit to our school to discuss any concerns that they may have. All information is confidential.

In addition to this program, Specialist Support Services are also available upon request and/or as required.

STUDENT IMMUNISATIONS

A school entry immunisation certificate is a specific document that 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 occurring in school. **Please note: that it is a legal requirement to provide a school entry immunisation certificate.**



If you need to change your address, have lost your statement or did not receive one on completion of your child's immunisations, phone **ACIR on 1800 653 809**.

SICK BAY

If your child is sick or injured, he/she may be taken to sick bay for treatment. You will receive notification if your child has fallen ill **or has an injury**, you will be told about the injury, how it occurred, and the treatment received. You will be notified and requested to take your child home if he / she is not well enough to return to the classroom. Sick students are supervised.



Incursion ~ **OBSTACOO!** Obstacle Courses for Kids

MEDICATIONS

When a student requires medication to be administered at school parents/carers are required to complete our **Short Term Medication Administration form**. There is also a **Long-Term Medication Administration form** available for students requiring regular medication to be administered at school. Medications and forms are kept in the staff room or in the sick bay. Forms are available from the office.



Students are NOT permitted to administer medications themselves other than Ventolin for asthma treatment.

All medical information must be kept up to date including Anaphylaxis and Asthma Management Plans.

STUDENT ACCIDENT INSURANCE

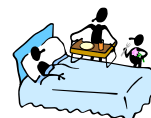
1. If someone is injured at school, or during a school organised activity, DET will not pay their medical and other expenses **unless**:
 - The injury is caused by negligence (carelessness) of DET or School Council employee or volunteer.
2. If someone is injured by accident and no-one is negligent, or if the injury is caused by a person who is not a DET or school council employee or volunteer, DET will not pay for the injury.
3. In these cases, the injured person (or their parent/carer) is responsible for the cost of medical treatment including the cost of ambulance attendance/transport and any other transport costs.
4. Accident insurance policies are usually available through the private insurance market.

HEAD LICE

Parents / carers have the primary responsibility for the detection and treatment of head lice. Responsibilities include:

- not sending their children to school with untreated head lice;
- using safe treatment practices which do not place their child's health at risk;
- regularly checking for lice or eggs in the hair of their child and other household members;
- notifying the school:
 - if their child is affected
 - when treatment commenced.

INFECTIOUS DISEASES IN SCHOOLS



Schools have a legal responsibility to help manage infectious diseases in their facilities.

Schools also have an important role to play in supporting the prevention and control of transmission of infectious diseases through:

- abiding by legislated requirements for school exclusion, infectious disease notification and immunisation status recording
- supporting the personal hygiene routines of students, for example, provision of hand hygiene facilities
- ensuring procedures are in place to safely manage the handling of spills of blood and other body fluids or substances.

Note: Primary responsibility for the prevention and control of infectious diseases lies with individuals, families and public health authorities. Schools are not expected to provide expert advice or treat students, which is the role of medical practitioners and health authorities as appropriate.

The Principal is required to exclude students according to the Department of Health School Exclusion table <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/exclusion-periods-role-of-schools-and-child-care-services>

There is a copy of the exclusion table included in the back of this book.

"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 secondary school.

PARENTAL / CARER INVOLVEMENT

SCHOOL COUNCIL



The School Council consists of elected parents, the Principal and elected staff representatives. It serves an important role in the management of the school.

It is involved in the setting of goals, making decisions on policy and budget and has the responsibility of overseeing the maintenance and improvement of the grounds.

Council elections are held in March each year and details regarding nominations and electoral procedures will be advised through the Newsletter. New office bearers are elected at the Annual General Meeting each year. All parents are invited to this meeting as the Annual Reports are also presented.

Currently the composition of the Council is **8 parents/carers**, one staff employed by the DET and the Principal. Each member serves a two-year term, with half the membership retiring each year.

PARENTS' CLUB

Parents' Club serves an important role in providing a forum for parents to meet socially and also to assist the school with fundraising. The Club meets regularly at times advertised in the Newsletter and all parents/carers are invited to attend. The Annual General Meeting is held in March of each year.

PARENT / CARER HELPERS / VOLUNTEERS

At various times we ask for parents/carers who are willing to give a little time to help with programs at school. These may include hearing reading, special activities such as cooking, going on excursions or camps or helping with swimming. All parent/carer helpers are required to sign in the Parent/Carer Helpers register in the Gallery area. **Please note:** all parent/carer helpers are required to have a **Working with Children's Check** and **be vaccinated against COVID**. They are also required to provide the school with a current copy of their WWCC and show their digital certificate of vaccination (this only has to occur once).

The request might also be to attend working bees or to do odd jobs around the school, or it might be to become part of the School Council or Parents' Club. Your help is greatly appreciated.

WORKING WITH CHILDREN CHECK

Changes to the **Working with Children Act 2005** Act commenced on 1st August 2017. The changes to the Act were designed to strengthen the protection of Victorian children by implementing key recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.

Key changes for schools were:

1. The definition of "direct contact" with children had been expanded to include oral, written or electronic communication as well as face-to-face and physical contact; and
2. A Working with Children Check is now required for anyone engaging in 'child-related work' regardless of whether contact is supervised by another person

or not. This means that a volunteer or visitor who is supervised by a teacher must have a WWC Check if they are engaged in 'child related' work.

Working with Children Check applications are made online at:
workingwithchildren.vic.gov.au and are free for volunteers.

FINANCIAL MATTERS

Schools provide students with free instruction to fulfil the standard Victorian Curriculum and we want to assure you that all curriculum contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through making payments, fundraising and/or volunteering your time. This makes a huge difference to our school; in the resources we can provide and the programs we can offer. We look forward to your continued support in 2023.

Curriculum Contributions - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none">Classroom – coloured paper, craft supplies, etcIntegrated subjects – coloured paper, craft supplies, food items, etcOnline subscriptions – e.g. Mathletics	\$40
MACC/MARC <ul style="list-style-type: none">Classroom consumables, materials & equipment	\$45
Whole school events <ul style="list-style-type: none">Life Education VanSwimming	\$17 \$40
School Priorities	Family Choice
Other Contributions - for non-curriculum items and activities	Amount
School Sports Victoria membership, EGPSSA membership	\$5
Total Amount	\$147

Educational items for students to own

Please refer to the Booklist of stationery items that the school recommends you purchase for your child to own and use. These items can be purchased through the school.

All students at KCPS also require their own:

- Library Bag
- Art Smock
- Over Ear Headphones (we recommend volume-limiting headphones for safety)

Extra-Curricular Items and Activities

Kialla Central Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

Extra-Curricular Items and Activities	Amount
Grade 6 Polo Shirt	\$40 TBC
Incursions/Excursions (These will be priced individually. Details of costings will be communicated individually for each incursion/excursion.)	
Camps (These will be priced individually based on the camp. Details of costings will be communicated individually for each camp.)	
School Photos (Price varies based on photo package selected, payment direct to MSP.)	
Music Lessons - guitar and keyboard with Cliff Doornkamp. (Payment direct to Cliff.)	\$20 per lesson

Financial Support for Families

Kialla Central Primary School understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (C.S.E.F.)
- Centrepay
- Payment Plans
- State Schools' Relief (uniform)

For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements, contact:

Lisa Irwin, Business Manager or Debbie Humphries, Principal on **5827 1373** or by email: Lisa.Peace@education.vic.gov.au or Debbie.Humphries@education.vic.gov.au

BOOK LISTS



Each year we review the quality and number of items students require for each year level. We also ensure that our families are getting value for money by checking prices of items from different suppliers. We continued doing our own booklists this year with the suppliers we used last year.

When a student is out of something a note will be forwarded home with the required item/s listed.

MAKING PAYMENTS TO SCHOOL



A number of options are available for families to make payments to school:

Direct Deposit – make payment directly into our school's account.

NAME: Kialla Central Primary School

BSB: 063527 ACCOUNT NO: 10162724

Please ensure you put your surname and a meaningful description with the payment.
e.g., HUMPHRIES 2023 Voluntary Contribution.

Please note: the school *does not* incur a surcharge for direct deposits.

BPAY – The biller code and your reference number are located on the bottom left-hand side of your statement. Please notify the school of payment and be aware that a surcharge is incurred by the school.

Cash – All cash sent to school should be in a money envelope with your child's name and the purpose for which the money is intended clearly written on the front. Payment envelopes are available from the office. **Please instruct your child to hand the money to their teacher, not simply leave it on the teacher's table or take it to the office.**

Cheque – made out to Kialla Central Primary School

Please note: We *do not* have EFTPOS facilities at school.

COMMUNITY SERVICE

Students are involved in contributing to Community Services several times throughout the year, usually by collecting donations or the giving of items, for worthy causes. This provides our students with a sense of contributing to the broader community and gaining an understanding of helping others less fortunate. Our Junior School Council play a major role in organising these events.



UNIFORMS

Uniforms are available from Kialla Central Primary School; however, stock availability and sizes may be limited. Parents/carers now have the opportunity to place an uniform order *at the end of each term*. Placing an order will ensure you get the items and sizes you need. We also have second-hand uniforms available to purchase.

GIRLS UNIFORM

Summer: Green & white check dress with white collar OR
Green & gold polo shirt with bottle green shorts or skorts.
Bottle green and gold tracksuit jacket.

School hat compulsory in Terms 1 and 4.

Winter: Green & gold polo shirt.
Bottle green tracksuit or bottle green bootleg pants.
Bottle green & gold tracksuit jacket.
Bottle green ½ zipped polar fleece top.
Optional: Green polar fleece beanie.



Socks: White, bottle green, grey or our KCPS socks.

Shoes: Runners, black school shoes or sandals that must have a closed toe.

BOYS UNIFORM

Summer: Green & gold polo shirt with grey shorts.

Bottle green & gold tracksuit jacket.

School hat, compulsory in Terms 1 and 4.

Winter: Green & gold polo shirt.

Bottle green tracksuit or grey cargo pants.

Bottle green & gold tracksuit jacket.

Bottle green ½ zipped polar fleece top.

Optional: Green polar fleece beanie.



Socks: White, bottle green, grey or our KCPS socks.

Shoes: Runners, black school shoes or sandals that must have a closed toe.

Please note: Grade 6 students have the option to purchase a personalised polo shirt.

There is also a green K.C.P.S. school bag with logo available to be purchased.

Jewellery: For safety reasons students are allowed to wear a watch, sleepers or studs.

Make up: Is not permitted to be worn at school.

The wearing of a school uniform is a good way of developing a school identity as well as preventing competition between students in the clothes worn to school. From the beginning of the 2005 school year, wearing school uniform became compulsory at Kialla Central Primary School.

WHOLE SCHOOL EXCURSION TO SEALIFE AQUARIUM & IMAX THEATRE MELBOURNE



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

health

Public Health and Wellbeing Regulations 2009

Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	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 there has not been a loose bowel motion for 24 hours	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
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	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
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	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 virus)	Exclusion is not necessary	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, or received N-Hlg within 144 hours of exposure, they may return to the facility
Meningitis (bacteria — other than meningococcal meningitis)	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
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until 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 there has not been a loose bowel motion for 24 hours	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
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 Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or
- specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit ideas.health.vic.gov.au



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