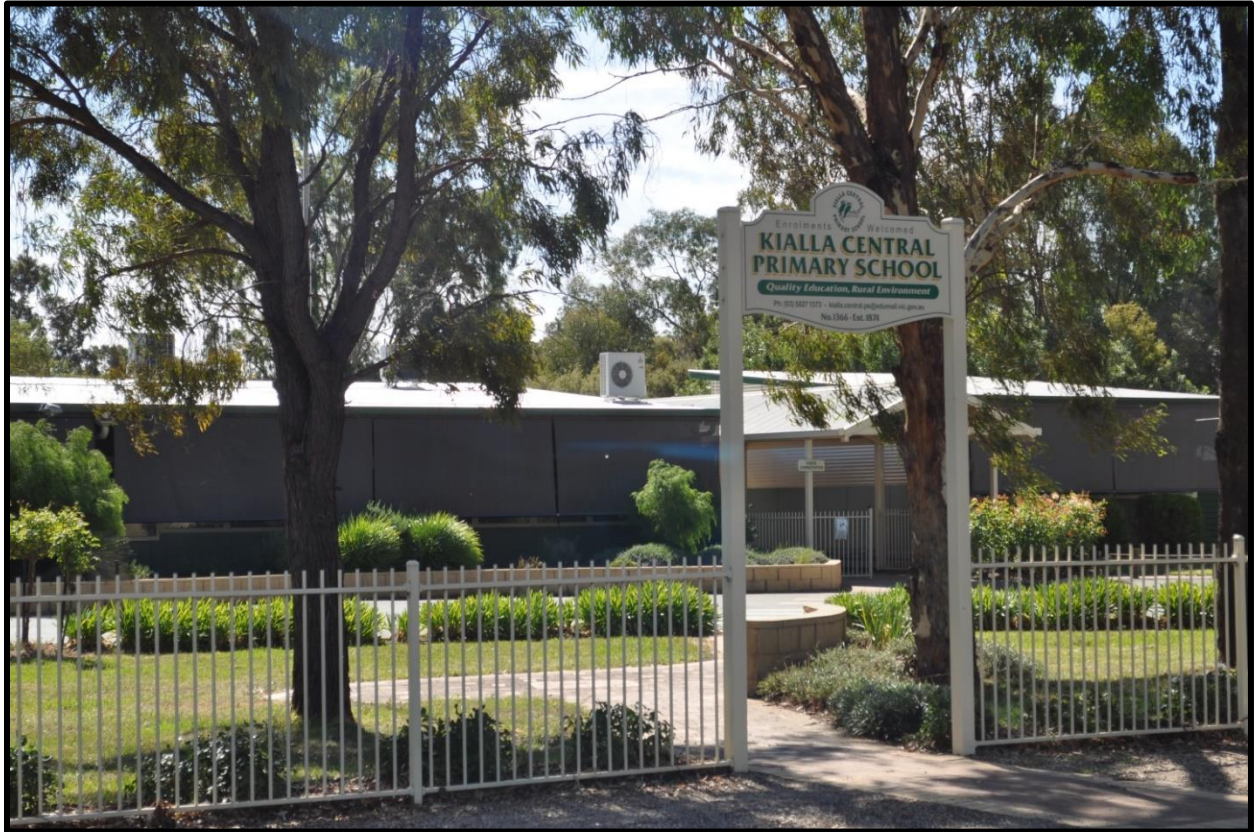




# Kialla Central Primary School

**School Number ~ 1366**

***“Quality Education, Rural Environment”***



## INFORMATION BOOK 2025



128 Central Kialla Road  
Kialla Vic 3631  
Debbie Humphries ~ Principal  
Phone: (03) 5827137  
Fax: (03) 58271456  
[kialla.central.ps@education.vic.gov.au](mailto:kialla.central.ps@education.vic.gov.au)

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*
- *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.

## VICTORIAN CURRICULUM 2.0

The new Victorian Curriculum F–10 Version 2.0 gives Victoria's students the best opportunity to thrive in a world of increasing change and rapid technological advancement.

The overarching structure of the Victorian Curriculum F–10 Version 2.0 has not changed from Victorian Curriculum F–10 Version 1.0. The learning areas, capabilities and cross-curriculum priorities remain the same. This recognises the continuing importance of a discipline-based approach to learning, where learning areas are regarded as both enduring and dynamic, supported by clearly articulated capabilities and cross-curriculum perspectives.

The Victorian Curriculum 2.0, 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.

# LEARNING AREAS & CAPABILITIES

## THE ARTS

- Dance
- Drama
- Media Arts
- Music
- Visual Arts
- Visual Communication Design

## ENGLISH

- Language
- Literature
- Literacy

## HEALTH AND PHYSICAL EDUCATION

- Personal, Social and Community Health ~ Health Education
- Movement and Physical Activity ~ Physical Education

## HUMANITIES

- Civics & Citizenship
- Economics and Business
- Geography
- History

## LANGUAGES – Auslan

## MATHEMATICS

- Number
- Algebra
- Measurement
- Space
- Statistics
- Probability (Begins Level 3)

## SCIENCE

- Science as a Human Endeavour
- Science Understanding
- Learning In Science

## TECHNOLOGIES

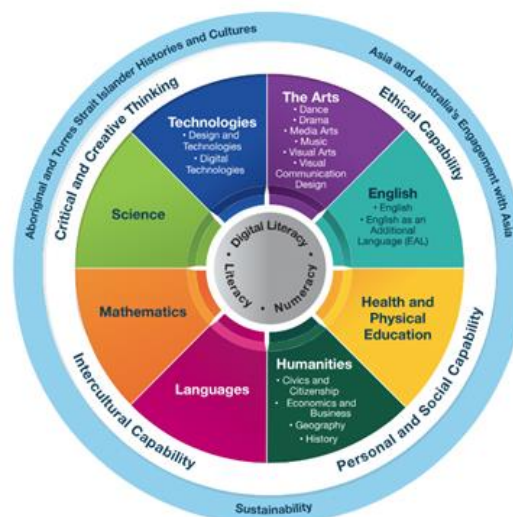
- Design and Technologies
- Digital Technologies

## CAPABILITIES

- Critical and Creative Thinking
- Ethical Capability
- Intercultural Capability
- Personal and Social Capability

## CROSS-CURRICULUM PRIORITIES

- Aboriginal and Torres Strait Islander Histories & Culture
- Asia and Australia's Engagement with Asia
- Sustainability





## 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, Digital Technology Acceptable Use Agreement for all students, Bring Your Own Device Policy & Acceptable Use Agreement (Grades 3 to 6) and K.C.P.S. is an eSmart School.

## SPECIALISTS / PROGRAMS

### 1. Mobile Arts & Craft Centre (MACC)

Art 1 hour session for each class, conducted by the visiting specialist teacher, using the resources of the MACC van. Art will be held on **Wednesday**, on a **fortnightly** rotation.



### 2. Mobile Area Resource Centre (MARC ~ Library)

Fortnightly **borrowing only** sessions from the MARC van on Wednesday afternoon from 12.15pm to 1.15pm.

### 3. Performing Arts



Fortnightly Performing Arts 1 hour session for each class, conducted by the visiting specialist teacher. Performing Arts will be held on **Friday**, on a **fortnightly** rotation.

### 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 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, NAPLAN for Grades 3 & 5, as well as our own assessment schedule from Foundation to Grade 6.



Written reports are provided to parents/carers 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 meeting for all Foundation and new students during Term 1, to let parents/carers know how their child/ren are settling into school and for families to ask any questions regarding school routines and expectations.

Parents/carers are welcome to make an appointment to discuss their child's progress.

## GENERAL INFORMATION

### TERM DATES FOR 2025

- Term 1:** Staff resume on 28<sup>th</sup> January  
Grade 1 to Grade 6 students resume on 29<sup>th</sup> January  
Foundation students start on 30<sup>th</sup> January  
Term 1 finishes on Friday 4<sup>th</sup> April
- Term 2:** Tuesday 22<sup>nd</sup> April to Friday 4<sup>th</sup> July
- Term 3:** 21<sup>st</sup> July to 19<sup>th</sup> September
- Term 4:** 6<sup>th</sup> October to 19<sup>th</sup> December



### 2025 VICTORIAN PUBLIC HOLIDAYS

- Monday 10<sup>th</sup> March ~ Labour Day
- Easter ~ Good Friday 18<sup>th</sup> to Monday 21<sup>st</sup> April ~ last weekend of the holidays
- ANZAC Day ~ Friday 25<sup>th</sup> April
- King's Birthday ~ Monday 9<sup>th</sup> June
- AFL Grand Final ~ Friday before (falls in the holidays)
- Melbourne Cup ~ Tuesday 4<sup>th</sup> November

### PUPIL FREE CURRICULUM DAYS



Each year the Government allows government schools to have 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:

Fri 7<sup>th</sup> Mar

Mon 12<sup>th</sup> May

Fri 6<sup>th</sup> June

Mon 3<sup>rd</sup> Nov

Mon 1<sup>st</sup> Dec (Professional Practise Day)

## 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 1<sup>st</sup> session

9.00am to 11.00am ~ 1<sup>st</sup> learning session

11.00 am to 11.30am ~ RECESS \*

11.30am to 1.30pm ~ 2<sup>nd</sup> learning session

1.30pm to 2.15pm ~ LUNCH \*

2.15pm to 3.15pm ~ 3<sup>rd</sup> 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 2025

Miss Debbie Humphries	Principal
Mrs Deanne Mouldsdale	Foundation Teacher & Auslan (F to 6)
Ms Debra Daffy	Grade 1/2 Teacher & Respectful Relationships & Social & Emotional Intelligence (F to 6)
Miss Kate Taylor	Grades 3/4 Teacher & Science (F to 6)
Mrs Julie Nicholls	Grades 5/6 Teacher & Sustainability (F to 6)
Mrs Lisa Irwin	Business Manager ~ Tues, Wed & Thurs
Mrs Tracey Opie	Education Support
Mrs Tracy Blake	Education Support
Mrs Nicole O'Donnell	Tutor Learning Initiative ~ Tues, Wed & Thurs
Mr Mitchell Zito	Specialist ~ Wed, Thurs & Fri (F to 6)
	Phys Ed, Sport, Design Tech & Digital Tech
Mrs Amy Denny	Speech Therapist ~ one day a fortnight



Miss Sue Cowan

Ms Katheleen Parry

Miss Fiona Smith

Mr Grant Smith

Art Specialist ~ Mobile Arts & Craft Centre

Performing Arts Specialist

Library borrowing ~ Mobile Area Resource Centre

Cleaner

## SCHOOL STRATEGIC PLAN



This is the third year of our 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.

## 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 (if required) 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.

## EXPECTATIONS OF STUDENTS

Kialla Central Primary School is committed to providing a safe and respectful learning environment where unacceptable and inappropriate behaviour will not be tolerated.

When a student **does not** meet expected behaviours, a response consistent with the Department of Education Guidelines is implemented. Where appropriate, parents/carers will be informed about the inappropriate behaviour and the consequences taken by teachers and/or school staff. Consequences are applied fairly and consistently. Students will always be provided with an opportunity to be heard.

The following behaviours **may not** constitute bullying even though they are unpleasant.

Students who are involved in or who witness any **distressing** and **inappropriate behaviours** needs to tell the teacher on yard duty, their classroom teacher, or another staff member.

**Mutual conflict** involves an argument or disagreement between students. Generally, both parties are upset and usually both want a resolution to the issue.

**Social rejection or dislike** involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

**Single-episode** acts of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour.

**Harassment** is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment.

**Discrimination** is behaviour that treats someone unfavourably because of a personal characteristic (for example, race, religious belief or activity, disability, sex or intersex status, gender identity or sexual orientation).

## BULLYING

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.*

Bullying has **three main** features:

- It involves a misuse of power in a relationship,
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

Disciplinary actions (consequences) that may be applied include:

- **Reminder** for unacceptable or inappropriate behaviour of any kind.
- **Warning** a student that their behaviour is inappropriate.
- **Teacher consequences** such as: moving a student within a classroom or other reasonable and proportionate responses to misbehaviour.
- **Timeouts** ~ a timeout (5 to 10 minutes) is given for minor behaviour issues dealt with at school as they happen. Parents/carers are not required to be notified of a timeout, unless they become a regular occurrence escalating to a detention.
- **Referral to the Principal** ~ student/s are sent to speak to the Principal about the incident, consequences are determined and discussed with staff member involved and student/s. Parents and carers are notified, if required.
- **Restorative practices** ~ is a teaching and learning approach that encourages behaviour that is supportive and respectful. It puts the onus on individuals to be truly accountable for their behaviour and to repair any harm caused to others because of their actions.
- **Detentions** ~ are for major behaviour issues, such as physical fighting, highly offensive language or inappropriate behaviours etc. Detentions are given as soon as possible with the student missing out on the first half of his/her lunch time.

**Please note:** students eat their lunch during this withdrawal time. They are required to complete a proforma reflecting on their behaviour, the impact on others and how to refrain from doing it again in the future. This is discussed with the staff member on detention duty. A notification form is sent home for parents/carers to discuss the incident with their child sign it and return it to school. It is the students' responsibility to explain to his/her parents/carer why they had detention. Depending on the nature and frequency of detentions, parent/carers may receive a follow up phone call from the staff member giving the detention.

- *Withdrawal of privileges* ~ e.g. not allowed in the sandpit, leadership position, special activity. This can occur different times depending on the severity and consistency of the behaviour.
- *Communication Books* ~ a record of a students' day that is shared between school and home as well as home and school.
- *Behaviour Management Plans* ~ agreed goals and strategies to improve student behaviour and support families.
- *Suspension and Expulsion* ~ these are measures of *last resort* and may only be used in situations consistent with Department policy.

## SUMMARY TABLE OF TYPES OF STUDENTS EXPECTATIONS, BEHAVIOURS AND CONSEQUENCES

<p>Each classroom has set expectations which are age appropriate to keep our students and staff safe. Such as</p> <ul style="list-style-type: none"> <li>▪ Being kind and sensible</li> <li>▪ Showing respect,</li> <li>▪ An acceptable level of noise</li> <li>▪ Taking turns</li> <li>▪ No running inside</li> <li>▪ Calling out</li> <li>▪ Keeping your hands and feet to yourself</li> <li>▪ Using scissors safely</li> <li>▪ No leaning back on chairs</li> <li>▪ Cleaning up after yourself &amp; putting things away</li> <li>▪ Doing your best</li> </ul>	<p>These are up to the classroom teacher but are consistent across all grades, age appropriate.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ If a student continues to talk, he/she will be moved.</li> <li>▪ The student may have to clean up and put things away before he/she can go out to recess or lunch.</li> <li>▪ A student may have to work on the floor if he/she continues to lean back on their chair.</li> </ul> <p><i>Please note:</i> our visiting specialists also have their expectations.</p>
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<p>A student will get <b>time out</b> for the following types of behaviours:</p> <ul style="list-style-type: none"> <li>▪ Choosing not to complete their work</li> <li>▪ Interrupting their peers learning</li> <li>▪ Not following instructions or listening</li> <li>▪ Constantly calling out instead of putting up their hand</li> <li>▪ Leaving the room without permission, unless it is an emergency i.e. feeling sick</li> <li>▪ Inappropriate language – mild swearing</li> <li>▪ Playing in the toilets</li> <li>▪ Other according to staff discretion</li> </ul>	<p>A <b>time out</b> is a consequence for minor behaviours for when students are not meeting expectations, following rules or instructions.</p> <p>This involves missing out on play time during recess or lunch for 5 to 10 minutes. Students sit on the bench outside the office entry area to reflect on their behaviour. A student in timeout does not interact with other students. Students may need to finish their work.</p>
<p>A student will get <b>detention</b> for the following types of behaviours:</p> <ul style="list-style-type: none"> <li>▪ Physically fighting or hurting another student/s</li> <li>▪ Severe swearing i.e. 'P' and 'c' words</li> <li>▪ Stealing</li> <li>▪ Lying ~ not owning his/her behaviour</li> <li>▪ Repeated behaviours that warrant a time out but continue to occur i.e. 3 timeouts for the same behaviour becomes a detention.</li> <li>▪ When a student compromises the safety of other students and staff</li> <li>▪ If a student absconds leaves the school grounds or group when on an excursion or at an event outside of the school grounds</li> </ul>	<p>A <b>detention</b> is a consequence for more serious behaviours. It involves a student missing out on the first half of his/her lunch time. They eat their lunch during this withdrawal time. Students complete a reflective form or tool independently or with the assistance of the staff member on detention duty. The reflection of the incident is discussed with the student. Notification of the detention will be sent to the primary parent/carer via COMPASS as well as a follow up discussion, either in person or by phone, by the staff member who gave the detention.</p>
<p>In order for <b>suspension</b> to be an option, the following conditions and the student's behaviour must have occurred:</p>	<p>When considering or implementing a suspension, principals must refer to and</p>



- whilst attending school
- or travelling to or from school
- or while engaged in any school activity away from the school
- or travelling to or from any school activities

Student's behaviour must meet one or more of the following conditions:

- behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person.
- causes significant damage to or destruction of property.
- commits or attempts to commit or is knowingly involved in the theft of property.
- possesses, uses or sells or deliberately assists another person to possess, use or sell illicit substances or weapons.
- fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person.
- consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age, breastfeeding, gender, identity, impairment, industrial activity, lawful sexual activity, marital status, parent or carer status or status as a carer, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, sexual orientation, personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.
- consistently behaves in an unproductive manner that interferes with the wellbeing,

apply the procedures set out in the mandatory [suspension guidelines and procedures](#) in the Department's Policy and Advisory Library.

These guidelines and procedures have been developed to support and guide principals to meet their legal and policy obligations when they are implementing suspension procedures.

<p>safety or educational opportunities of any other student.</p>	
<p>A principal may <b>expel</b> a student from the school if, whilst attending school, travelling to and from school or engaging in any school related activity away from school (including when travelling to or from that activity) the student:</p> <ul style="list-style-type: none"> <li>▪ behaves in such a way as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person.</li> <li>▪ causes significant damage to or destruction of property.</li> <li>▪ commits or attempts to commit or is knowingly involved in the theft of property.</li> <li>▪ possesses, uses or sells or deliberately assists another person to possess, use or sell illicit substances or weapons.</li> <li>▪ fails to comply with any clear and reasonable instruction of a staff member so as to pose a danger, whether actual, perceived or threatened, to the health, safety or wellbeing of any person.</li> <li>▪ consistently engages in behaviour that vilifies, defames, degrades or humiliates another person based on age, breastfeeding, gender, identity, impairment, industrial activity, lawful sexual activity, marital status, parent or carer status or status as a carer, physical features, political belief or activity, pregnancy, race, religious belief or activity, sex, sexual orientation, personal association (whether as a relative or otherwise) with a person who is identified by reference to any of the above attributes.</li> <li>▪ consistently behaves in an unproductive manner that interferes with the wellbeing,</li> </ul>	<p>When considering or implementing a suspension, principals must refer to and apply the procedures set out in the mandatory <a href="#">suspension guidelines and procedures</a> in the Department's Policy and Advisory Library.</p> <p>The Expulsion Guidelines and Procedures have been developed to support and guide principals to meet their obligations when they are considering expelling a student from a Victorian government school.</p>

safety or educational opportunities of any other student.

- the student's behaviour is of such magnitude that, having regard to the need of the student to receive an education compared to the need to maintain the health, safety and wellbeing of other students and staff at the school and the need to maintain the effectiveness of the school's educational programs, expulsion is the only available mechanism.

## STUDENT ABSENCES / LATE ARRIVALS / EARLY DIMISSALS

It is important that your child attends school daily 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, parents/carers need to log it on COMPASS, or call the school, or email your child's teacher or the school. The Department of Education requires an explanation for every student for every absence.

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 on the COMPASS iPad in the entry area.

If you need to collect your child earlier than usual from school, log it on COMPASS and please inform your child/rens teacher/s.

Students who are picked up early from school must be logged on COMPASS prior to leaving the school grounds and please inform your child/rens teacher/s.

The school **MUST BE** notified (in advance) 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.

## 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.



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 **\$1.00**. 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 Filtered water cooler 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 can 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.

## 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.

**Please note:** SMART watches and the like are not to be used as a communication tool whilst your child is at school. If you need to contact your child please contact the office.



We also prefer that 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 believe that recess and lunch times are important for students to interact and socialise with each other.

## PERMISSION NOTES

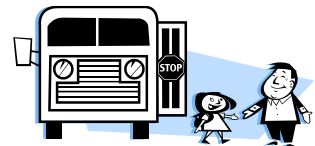


Permission notes will be sent home outlining details of all official school excursions, incursions and camps. These forms seek permission for your child to attend and consent to seek medical treatment, if required. A student will **not** be permitted to leave the school unless permission notes are returned 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 currently **\$125.00 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.

Currently 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](http://www.theircare.com.au) to find out more about the service and/or to enrol your child/ren.

## PLAYGROUP



We host a playgroup for children up to school age that operates during each term, on a weekly basis, on **Fridays from 9.00am to 10.30am.**

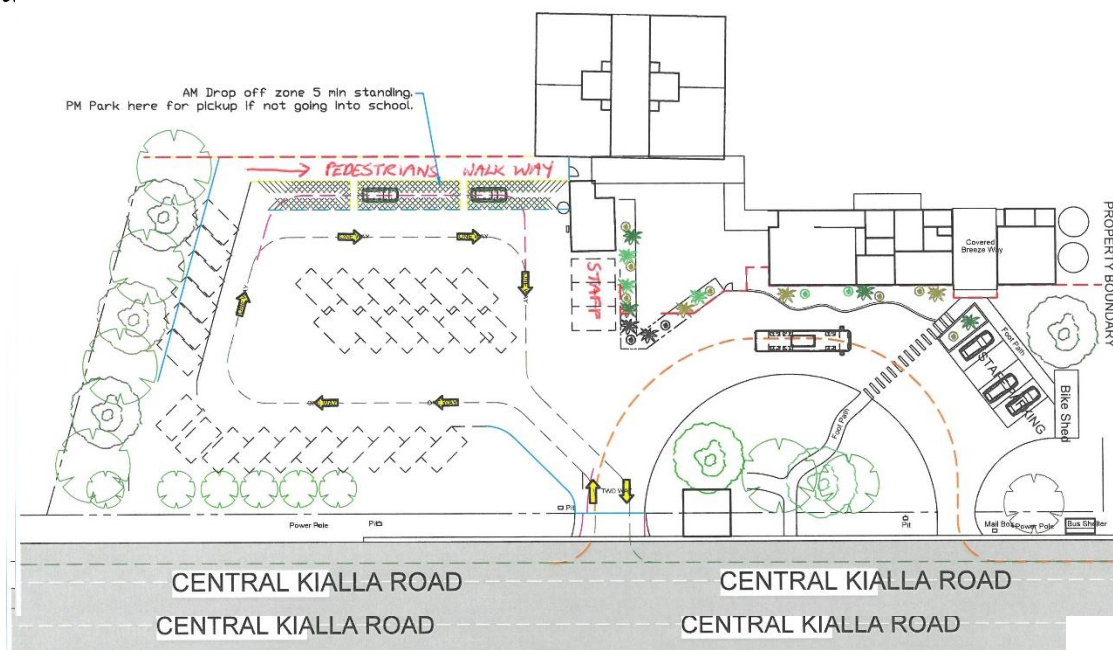
Everyone is welcome, with a gold coin donation requested to cover consumables such as craft supplies, tea, coffee etc.

## CAR PARK

Our car park is for our families and visitors to use, at their **own risk**. Kialla Central Primary School **does not** take any responsibility for any damage to vehicles. Please **do not** park on the school side of the road as this needs to be clear, so that cars exiting the car park have a clear view of oncoming traffic. Car park guide:

- If you park in the center car parks that you **don't** walk behind these parked cars. A gap has been made for families to walk in the front of these cars safely moving across to the pedestrian walkway.

- It is a one way loop. You enter and exit out of the same driveway.
- Please ensure family/friends who are picking up your child/ren know how to use our car park.
- Observe the speed limit sign of 5km in a shared zone of children, adults and cars.
- Plea



*Kialla Central Primary School Car Park Drawing*

## VISITORS TO THE SCHOOL

All people visiting the school between **8.30am and 3.30pm** 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 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 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 understands any concerns you have about your child's health and wellbeing. Prior to the school nurse's visit, parents/carers will complete a School Entrant Health Questionnaire, which will assist them to provide this information. This year this questionnaire is online, families will be provided with instructions on how to access this document.

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.

## 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. We are using **COMPASS Chronical** to record sick bay visits requiring treatment.



Whole School Excursion to Little Ninja Warriors ~ Bendigo

## 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, Department of Education (DE) will not pay their medical and other expenses **unless**:
  - The injury is caused by negligence (carelessness) of DE 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 DE or school council employee or volunteer, DE 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.

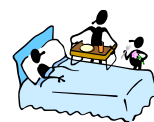
## HEAD LICE

*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**. They are also required to provide the school with a current copy of their WWCC.

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

Working with Children Checks are required by law for people who engage in child-related work (whether paid or unpaid) as defined in the Worker Screening Act 2020 (Vic).

Victorian legislation requires schools, and other organisations working with children, to take specific steps to minimise the risk of child abuse. Both the Worker Screening Act 2020 (Vic) and Victoria's Child Safe Standards establish requirements for schools to appropriately screen adults who will be working with children

Working with Children Check applications are made online at: [workingwithchildren.vic.gov.au](http://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 2025.

<b>Curriculum Contributions</b> - items and activities that students use, or participate in, to access the Curriculum	Amount
Classroom consumables, materials & equipment <ul style="list-style-type: none"> <li>Classroom – coloured paper, craft supplies, etc</li> <li>Integrated subjects – coloured paper, craft supplies, food items, etc</li> <li>Online subscriptions – e.g. Mathletics</li> </ul>	\$40
MACC/MARC <ul style="list-style-type: none"> <li>Classroom consumables, materials &amp; equipment</li> </ul>	\$20
Whole school events <ul style="list-style-type: none"> <li>Life Education Van</li> <li>Swimming</li> </ul>	\$20 \$40
School Priorities	Family Choice
<b>Other Contributions</b> - for non-curriculum items and activities	<b>Amount</b>
School Sports Victoria membership, EGPSSA membership	\$5
<b>Total Amount</b>	<b>\$125</b>

### ***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.*

<b>Extra-Curricular Items and Activities</b>	<b>Amount</b>
Grade 6 Polo Shirt	\$45 TBC
Incursions/Excursions (These will be priced individually. Details of costings will be communicated individually for each incursion/excursion.)	TBC
Camps (These will be priced individually based on the camp. Details of costings will be communicated individually for each camp.)	TBC
School Photos (Price varies based on photo package selected, payment direct to MSP.)	TBC

## 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](mailto:Lisa.Peace@education.vic.gov.au) or [Debbie.Humphries@education.vic.gov.au](mailto: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 2024 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.

[www.kiallacentralps.vic.edu.au](http://www.kiallacentralps.vic.edu.au)

[www.facebook.com/KiallaCentral/](https://www.facebook.com/KiallaCentral/)

## 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 currently available from Kialla Central Primary School, however, stock availability and sizes may be limited. Parents/carers can place a 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 CHRISTMAS LUNCH



## EXCLUSION PERIODS TABLE

The minimum period of exclusion from primary schools and children's services for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2019, Schedule 7)

Conditions	Exclusion of cases	Exclusion of contacts
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
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness	In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or 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 Chief Health Officer
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded

<b>Conditions</b>	<b>Exclusion of cases</b>	<b>Exclusion of contacts</b>
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	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 immunodeficiency virus infection (HIV)	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 Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded

Conditions	Exclusion of cases	Exclusion of contacts
		until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Meningitis (bacterial 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 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	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
Poliovirus infection	Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery	Not excluded

<b>Conditions</b>	<b>Exclusion of cases</b>	<b>Exclusion of contacts</b>
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
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
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 (excluding latent 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 Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

#### **EXPLANATORY NOTES**

- Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), *Campylobacter* spp., *Salmonella* spp., *Shigella* spp. and intestinal worms, but is not limited to infection with these pathogens.
- 'Medical certificate' means a certificate of a registered medical practitioner.
- Exclusion of cases and contacts is not necessary for latent tuberculosis.



THIS INFORMATION FROM

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table#exclusion-periods-table>