

Information Booklet 2025



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STATEMENT OF COMMITMENT

STATEMENT OF COMMITMENT TO CHILD SAFETY AND CHILD SAFETY PRINCIPLES

Silverton Primary School is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. The school's approach to creating and maintaining a child safe school environment is guided by our school vision and values;

Silverton Primary School is committed to providing a learning environment and educational programs which will motivate, challenge and support students to become resilient learners. The school aims to maximise student potential and instil gratitude in a safe and empathetic community in which student voice and curiosity is valued; as is academic achievement, positive relationships and cultural diversity. The rights of all are highly valued and respected.

Our school community has developed the following values:

- Curiosity
- Empathy
- Gratitude
- Resilience
- Respect

Silverton Primary School has zero tolerance for child abuse.

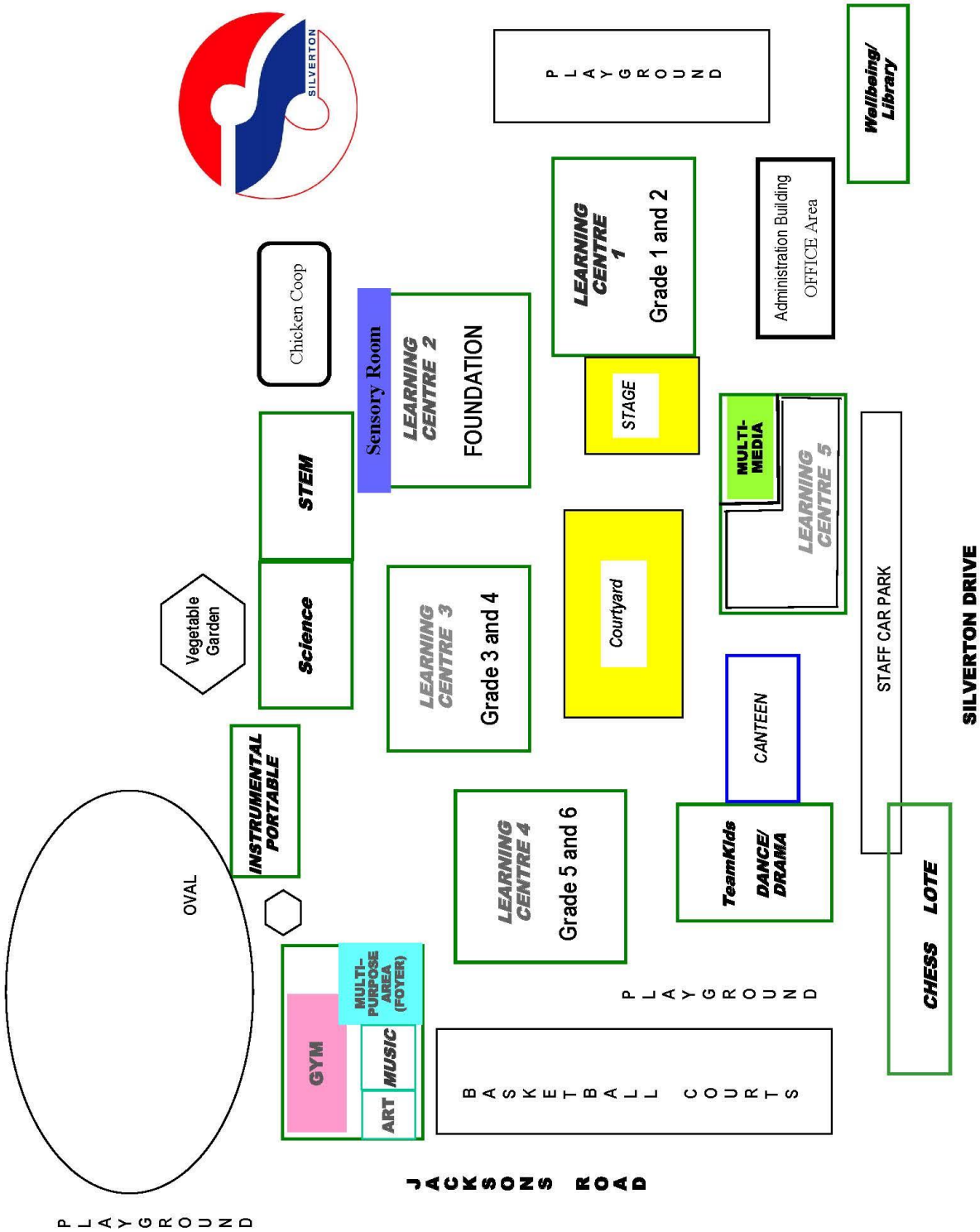
We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Every person involved in Silverton Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Mark Pollard

Principal

MAP OF SCHOOL



PRINCIPAL'S WELCOME

Dear Parents, Students and Community Members,

I am thrilled to extend a warm welcome to each and every one of you to Silverton Primary School. As the Principal, I am extremely proud to welcome you to our school. As a community, we stand for our values, embrace diversity, and foster a sense of belonging.

At Silverton, we hold the core values of Respect, Resilience, Gratitude, Empathy and Curiosity close to our hearts. These values are not just words, they are the foundation upon which our school community is built. We believe that by instilling these values in our students, we are not only shaping them into responsible citizens but also preparing them to thrive in an ever-changing world.

We believe that a strong community is the backbone of a successful educational journey. Together, we create an environment where open communication, collaboration and mutual support flourish. Parents, staff and students come together to create a nurturing atmosphere that encourages growth, both academically and personally. Diversity is one of our greatest strengths at Silverton Primary School. We proudly celebrate our multicultural community, recognising that our differences enrich our learning experiences and broaden our perspectives. In an increasingly interconnected world, we believe that understanding and appreciating diverse cultures is essential for fostering global citizens who can thrive in a global society.

At Silverton, we are lucky to have excellent facilities and a wide range of programs to support and cater for the learning needs and interests of our students. Some of Silverton's programs include Literacy and Numeracy Workshops, Discovery Time for students in Foundation to Year Two, Student Voice Groups, a range of intervention and extension programs, as well as specialist programs including PE, Music, Visual Arts, Science (including our Stephanie Alexander Kitchen Garden Program), STEM and Mandarin. We also offer a range of extra-curricular activities including Instrumental Music, Chess, Dance Troup, Glee Club, Marine Ambassadors program and many more.

Our school facilities include five open flexible learning centres, media centre with green screen and recording studio, visual arts room, gymnasium, instrumental music room, library, dance studio, LOTE (Mandarin), science and STEM centre. Outdoor facilities include an undercover performance area, environmental pond area, school vegetable garden and chicken coop, full size oval, three playgrounds catering for all ages, as well as synthetic hard-court areas with markings for basketball, netball, tennis and volleyball.

As the Principal, my door is always open. I encourage you to reach out to me or any member of our dedicated staff if you have questions, concerns or ideas. We value your input and partnership in ensuring the success of our students.

Thank you for entrusting us with the privilege of educating and nurturing your children. Together, we will continue to create a safe, supportive, and inspiring learning environment that prepares our students for a bright future.

Thank you,

Mark Pollard

Principal

PROFILE

VISION STATEMENT

Silverton Primary School is committed to providing a learning environment and educational programs which will motivate, challenge and support students to become resilient learners. The school aims to maximise student potential and instil gratitude in a safe and empathetic community in which student voice and curiosity is valued; as is academic achievement, positive relationships and cultural diversity. The rights of all are highly valued and respected.

INTRODUCTION

Silverton Primary School is situated on Jackson's Road, Noble Park North, amidst an established residential area of the City of Greater Dandenong. The school was opened in 1977 and currently has an enrolment of approximately 450 students. Steady enrolments over the years in an area of declining school age children is testimony to the standing Silverton has in the community.

The school is currently organised in five (5) Learning Centres, reflecting the Victorian Curriculum levels. Teaching staff are employed consisting of the Principal, Assistant Principal, 1 Leading Teacher, 2 Learning Specialists and Generalist teachers. A significant number of part time staff enhances the breadth of curriculum provided. Support Staff - Business Manager & 3 Administration staff, Education Support Staff, Handyman/Gardener, as well as Mandarin, Chess, Instrumental Music and Dance teachers. We also have a Playgroup program and an Out Of School Hours Care (OSHCare) program, run by TeamKids.

GUIDING PRINCIPLES

At Silverton Primary School all students are offered the opportunity and support to grow in confidence and self-esteem in a flexible, happy and positive environment. Students are expected to increasingly take initiative, accept responsibility for both their learning and their behaviour, and to exercise various forms of leadership.

Our main aim is to foster in students, qualities and skills that will enable them to adapt to a changing world.

CURRICULUM

Silverton reflects the concept that all children will have success through the provision of a wide range of programs that develop children as learners. The school's policies and programs support a learning environment, which encompasses the Victorian Curriculum from Foundation (formerly Prep) to Year 6 with an increasing emphasis on the application of computers and learning technologies across the curriculum. Literacy and Numeracy remain a priority in our School Strategic Plan.

The diversity of the Silverton community is acknowledged through a curriculum program which gives attention to equal opportunity issues, provides for the integration of students with disabilities and impairments, supports students from Non-English-Speaking Backgrounds, and caters for students who need extension, enrichment or extra assistance.

Core teaching programs are enhanced by the provision of opportunities for participating in the performing arts, multi-cultural celebrations, sporting activities, school camps and programs for students with particular talents and interests.

Specialist programs include Visual Arts, Physical Education, Music, Dance, Drama, STEM, Science, Media, and LOTE. Support programs include Literacy and Numeracy intervention and EAL (English as an Additional Language), Early Years Literacy, Early Bird Reading program and Numeracy co-ordinators are provided to support the school's program. Enrichment programs are offered through instrumental music, dance, vocals and LOTE. Teachers plan units of work as teams with rotations within Learning Centres utilising the various expertise of staff. Parenting programs are provided to assist in the classrooms. Intervention programs are provided for children needing special assistance. Staff utilise Individual Education and Learning Plans to support the needs of the children. Student Support Group meetings are arranged as required to support student progress and wellbeing and facilitate home/school communications.

Extensive Professional Development is provided for both teaching and non-teaching staff in all areas of the Curriculum, Digital Technologies and Student Welfare.

Performing Arts is a focus with instrumental music and dance/drama catered for through external teachers employed to instruct the children. A School Concert and Art Show are held on alternative years.

Parent programs are offered as well as staff and high-level programs for the children. The school has developed its own television studio and recording studio.

A strong children's leadership program is operative including, School Captains, School Vice Captains, Science Captains, Performing Arts Captains, Visual Arts Captains, Media/Stem Captains, Sports Captains, SSS Captains and House Captains. Children have an integral role in weekly assemblies and self-esteem programs are developed including presentation of "#SSS – Silverton Super student" awards and the Silverton Value Adder award.

The school provides a Meet & Greet BBQ in Term 1, 'Literacy Learning Conversations' in Term 2, 'Student Led Conferences' in Term 3 and 'Numeracy Learning Conversations' in Term 4, with two written reports aligned to the Victorian Curriculum for each student during the year. The reporting and assessment format is constantly being reviewed to cater for both the parents and school needs. Parents are encouraged to visit the school to discuss any concerns. Regular Student Support Group meetings are held for children on the integration program and students with additional needs.

School Council provides strong and supportive leadership for the school community, delivering clear direction through open and informed communication channels. The school promotes participation and regular communication between parents and teachers. Parents participate in the school through their involvement in excursions, inter-school sport, outdoor education, literacy programs as well as highly productive and vigorous Parents' Association, School Council and Parent Volunteers.

A successful Outside School Hours Care Program is available through Team Kids. We also run a Playgroup on the school grounds for pre-school children every Wednesday morning. Both these programs provide valuable resources for our local community.

ONE TO ONE DEVICE PROGRAM

The One to One Device program is implemented in grades 3 – 6.

The students hire a laptop from the school. This laptop remains at school in the child's name for them to use for the school year.

ENVIRONMENT

The school's facilities include five open flexible Learning Centres, as well as specialist facilities, around a central courtyard. Specialist areas include the Media Centre, Visual Arts room, Gymnasium, Instrumental Music, Dance / Drama Studio, Library, LOTE (Mandarin), Science and STEM centre. Physical features of the school include an undercover performance area, environmental pond study area as well as a school vegetable garden and hen house. Each Learning Centre also includes numerous outdoor learning areas. The school has a full-size oval, numerous playgrounds facilities catering for all ages, as well as synthetic hard-court areas with markings for basketball, netball, tennis and volleyball.

The school has a reputation for sustainability highlighted by being awarded the 2019 "Sustainable Community Award" by the City of Greater Dandenong.

Silverton Primary School will continue to provide a quality education for its students so they can become effective members of the community.

The school's expectations are consistent with the school motto

"AIMING FOR EXCELLENCE"

DIRECTORY

SCHOOL

LOCATION	77-123 Jacksons Road (Office & entry located in Silverton Drive) Noble Park North, 3174
TELEPHONE	03 9795 5033 ext. 1 - Report your child's Absence ext. 4 - Administration
E-MAIL	silverton.ps@education.vic.gov.au admin@silverton-ps.vic.edu.au
WEB SITE	www.silverton-ps.vic.edu.au
PRINCIPAL	Mr Mark Pollard
ASSISTANT PRINCIPAL	Mrs. Karen Wheeler
BUSINESS MANAGER	Mrs. Sue Mourant
ADMINISTRATION STAFF	Mrs. Christine Baxter Mrs. Tammy Everitt Mrs. Laura Manhire

SCHOOL COUNCIL

PRESIDENT	Mrs. Kerry Ngoma
SECRETARY	Mrs Karen Wheeler
TREASURER	Mrs. Sue Robyns

PARENTS ASSOCIATION EXECUTIVE

PRESIDENT	Mrs Laura Procter
SECRETARY	Mrs Tammy Everitt

OSHCare TeamKids

OUTSIDE SCHOOL HOURS CARE PROGRAM

TeamKids – teamkids.com.au

PLAYGROUP

COORDINATOR – Mrs Tasneem Ally

TERM DATES 2025

Term 1	Tuesday 28 th January & Wednesday 29 th January (Curriculum Day – no students) <u>All students start Thursday 30th January 2025</u> – Friday 4 th April
Term 2	Tuesday 22 nd April - Friday 4 th July
Term 3	Monday 21 st July - Friday 19 th September
Term 4	Monday 6 th October - Friday 19 th December

2025 PUBLIC HOLIDAYS

Australia Day	-	Monday 27 th January
Labour Day	-	Monday 10 th March
Good Friday	-	Friday 18 th April
Easter Monday	-	Monday 21 st April
Anzac Day	-	Friday 25 th April
King's Birthday	-	Monday 9 th June
Friday before AFL Grand Final	-	Friday 26 th September
Melbourne Cup Day	-	Tuesday 4 th November

CURRICULUM DAYS - PROFESSIONAL DEVELOPMENT

Five days are already set aside by DET (Department of Education & Training) for each school's Curriculum Development of School Programs and Professional Development (children do not attend school on these days). Parents will be informed of these dates via the school Newsletter, email, Compass Parent Portal and Compass Parent App once they have been set & approved by School Council.

SCHOOL HOURS

Normal School hours for all children are: -	Mondays	8.50 a.m. - 3.15 p.m.
	Tuesday – Friday	9.00 a.m. - 3.15 p.m.

SCHOOL COUNCIL

This body of teachers and parents plays an increasingly important role in the overall educational picture of the school as it involves decision making in many aspects of the school community.

These areas include: - Education, OSHCare, Facilities, Finance, Uniform and all other matters which have a bearing on the smooth functioning of the school.

If you wish to become involved with the school and its Council and feel you would like to know more of the functions and responsibilities of this body, please contact the Principal.

The school can also request the President of the School Council to contact you if you feel you would like to discuss the matters with another parent.

YOUR INVOLVEMENT WOULD BE MOST WELCOME.

PARENT PAYMENT

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all 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 fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Silverton Primary School makes every effort to keep the cost of items and activities to a minimum and affordable for all Parents / Guardians. Silverton Primary School continues to welcome your voluntary contributions.

For an itemised list of Curriculum Contributions, Other Contributions and Extra-Curricular Items and Activities please refer to Compass for Parent payment information on our website or a hard copy version can be collected from the office.

Payments can be made through Compass, direct deposit into the school account, via Eftpos (either in person or over the phone) or with Cash directly to the Administration office.

PARENTS ASSOCIATION

The role of the Parent's Association (PA) is a varied and challenging one. It is undertaken totally on a voluntary basis and provides a great opportunity to meet other parents. It is also a great way for the school community to use their skills, with the children reaping the rewards by way of support and extra money to help fund on-going improvements around the school.

The Parent's Association is best known for its work in fundraising, and through their hard work they usually manage to hand over a large sum of money that goes towards some of those extras that are provided around the school for the Children.

With the approval of the School Council the following are examples of some of the activities held throughout the year:-

- Mother's Day Stall
- Snacks at School Concert
- Sausage Sizzles
- Special Lunch Days
- Father's Day Stall
- Slime Run

The inclusion of all new members, creative ideas and concepts is encouraged. The Parent's Association is an easy way to get to know other families and spend productive time at the school. Contact the school office for any further information. Your support would be greatly appreciated.

Compass – School Manager

At Silverton we use 'Compass' for communication. There is a Parent Portal and Parent App. The portal/app is an integral part of communication at our school. You can: -

- Email teachers
- Notify your child's absence with an explanation.
- Give permission for excursions.
- Pay for excursions.
- Receive Push Notifications with Reminders
- Receive updates from teachers
- View the School Newsletter
- Access Excursion forms and other information is available
- View Calendar of events
- Access Student School reports
- Book Student LED Conference / Introduction interview Times
- And much more.

The Compass Portal can be accessed via the Silverton Website - <https://www.silverton-ps.vic.edu.au> or download the 'Compass' app.

Once your child has started school, you will be provided with the appropriate details to register.

FURTHER INFORMATION

LUNCH ORDERS

Bocca Foods come into Silverton on Wednesdays, Thursdays and Fridays for lunch orders. All lunch orders are done online and must be in by 9.00 am on the day of the order – www.boccaonline.com.au

RECESS/PLAY

Children need to bring to school substantial food to eat at Recess/Playtime. They often begin to get hungry during the morning and can't wait until lunchtime to eat.

SNACK/FRUIT TIME

At approximately 10.00 am children are allowed to have a snack comprising of such items as a piece of fruit, dried fruit or some cheese but NEVER chips or lollies. If they wish, the children may have a drink of water from a bottle at any time through the day. Water bottles should be clearly named.

BELL TIMES

8:50am (Mondays)	School begins (normally with assembly in Prosser Hall)
9:00am (Tuesday – Friday)	School begins / Session 1 begins
11:00am	Morning Recess
11:30am	Session 2 begins
1:30pm	Lunch (inside)
1:45 – 2:15pm	Lunch break (outside)
2:15pm	Session 3 begins
3:15pm	School end – students dismissed

PLEASE NOTE:

We always finish early on the last day of the term. Terms 1, 2 & 3 we normally finish at 2:30pm. Term 4 we normally finish at 1:30pm.

OSHCARE - TeamKids

Our school OSHCare program (Outside School Hours Care) is available every morning and afternoon should you wish to use it. Bookings must be prearranged through their website – www.teamkids.com.au

PLAYGROUP

We run a Playgroup at Silverton for pre-school children. This is held on a Wednesday morning between 9:00 and 11:00am. There is no charge for this service. Bookings are not required but places are limited.

LOST PROPERTY

It is important that all items of clothing are clearly labelled. Make sure that all articles of clothing worn to school are brought home again each day. Items of lost clothing and other items are placed in plastic tubs located in each Learning Centre.

LITTER

At Silverton, we do rubbish free lunches. Please ensure that your child's lunchbox has lunch and stacks in reusable containers so that we can keep our school clean.

EXCURSIONS & INCURSIONS

Each grade has excursions (outside school) & incursions (at school) each year. These are held for specific educational purposes and all children are expected to attend. Plenty of time will be given notifying you of such activities. It is very important that permission be given via the Compass Parent Portal/App, or school notice filled in and returned ASAP. If you have difficulty paying for an excursion, please contact the school office or if you have questions about the event, please contact the teacher in charge.

PAYMENTS AND RECEIPTS

We are encouraging all parents to pay via Compass. We are still accepting cash, EFT and direct deposit, but Compass is our preferred method of payment. All receipts are available under the payment tab in Compass.

BICYCLES / SCOOTERS

Students are permitted to ride or scoot to school safely. Please ensure your child wears a properly fitted helmet. Any bikes or scooters must be walked from the school gate to the breezeway near the canteen to be stored safely until the end of the school day.

SWIMMING

Swimming is an important lifesaving skill. All grades are involved in a swimming program at a nearby heated pool. Lessons are conducted over a 2-3 week period by fully trained instructors. All children are expected to attend unless they have written medical reasons for not doing so.

PARENT HELPERS

The school very much welcomes parents/carers to become actively involved in the life of the school. Working with Children Checks (for volunteers) are required. Parents/carers can help in a range of ways by supporting in classrooms, assisting at school events or excursions, or developing school resources. Please let the school admin team know if you are interested in being a volunteer. Volunteers are required to sign in at the school office before helping in the classroom.

NEWSLETTERS

This is a key means of communicating to parents' news of events in all branches of the school's operation and so it is a vitally important publication. Newsletters include children's publications. Newsletters and relevant notices are placed on our school's Compass Parent Portal and our website. A link to the newsletter is also emailed to parents.

FACEBOOK

We have a Silverton Primary School Facebook page. We add reminders, links to the Newsletter, events and other general information.

SCHOOL UNIFORM

The wearing of a school uniform is compulsory, we urge you to give the following advantages your consideration.

- a) The uniform is practical, neat and attractive.
- b) It avoids the need to wear other everyday clothing and in the long run is less expensive.
- c) It encourages the wearer to identify with the school, to feel as though he/she belongs.
- d) It greatly increases children's safety on an excursion as they are more readily identified.

Avoid losing items of clothing by clearly naming them and show your child how to take jumpers etc. off and put them into their school bags or lockers.

Reminder: We are a Sun Smart School and the wearing of a school hat from September to April is compulsory.

NOTE: Items of school clothing may be purchased from PSW, our uniform supplier.

Uniform is available at the PSW store in Hampton Park.
Unit 1, 9-11 South Link,
Dandenong South, Vic
Ph: 9768 0343
(Enter the car park off South Link)

REGULAR TRADING HOURS

Wed to Fri: 9:00am – 5:00pm
Sat: 10:00am – 1:00pm

Save Time, Shop Online at www.psw.com.au. Price list is available from the school office, school website or PSW's website.

COMMUNITY CUPBOARD

Silverton Primary School is proud to have a 'Community Cupboard' for our families to access at any time during school hours. With the cost of living continuing to rise, we hope that providing free food and sanitary items may help some families in need.

The Community Cupboard is located outside of our OSHcare room, on the staff carpark side, providing a private and confidential space for parents and guardians to pop in and take items as needed discreetly. Bags are supplied or you can bring your own.

If you would like to donate to our community cupboard, please feel free to add your items directly in the cupboard or take them to the front office.

We also have a selection of second hand uniform available to anyone that requires it. We do ask for a gold coin donation paid to the office.

PARENT TEACHER RELATIONSHIPS

It is important to establish and maintain a co-operative parent-teacher understanding. Toward this end, we hope that you and your child's teacher can work in harmony for your child's future and that his/her days will be happy and successful within a sense of mutual respect.

During the year, special arrangements will be made for personal parent-teacher interactions and student led conferences. Their purpose is to permit an exchange of information between the home and the school.

However, if at any time you have any concerns affecting your child, come to us and have a chat about them. Parents can message teachers directly through the Compass Parent Portal. Parents are always welcome to call and discuss their child's progress, but it will be appreciated and best for all parties, if an appointment is made at a mutually convenient time. Such appointments should be made through the Principal or Assistant Principal. We also have a Student Wellbeing co-ordinator who has a student welfare role and is readily available to provide assistance to students and their families and where possible, provide access to a range of specialist services.

HEALTH & WELLBEING

MEDICAL HISTORY

At all times, your child's class teacher is working in association with you in the best interests of your child. Please ensure that you inform the teacher of any illness, emotional stress or worries that your child may have in order that due consideration may be given. If you need to discuss this with your child's teacher, please make an appointment. Such information will be regarded as confidential.

Parents / carers it's very important to note if your child is ill or feeling unwell, please keep them home.

ABSENTEE NOTICE

Schools are required by law to keep accurate records and are legislated to make contact with parents when a child is absent WITHOUT an explanation. So in the event of your child being absent from school, notification must be supplied to the teacher or the office staff giving details of the cause of absence. This can be provided in a variety of ways:

- Enter the absence through the Compass Parent Portal/App
- ring the school and choose option 1 for Absences
- email the office staff on admin@silverton-ps.vic.edu.au

If your child has been marked absent on the morning roll call and the school has not been notified by one of the above methods, a SMS will be sent to a parent at approximately 10am advising of the unexplained absence. You can update your child's absence by replying to the SMS or using one of the methods above.

If your child will be absent for an extended period, it would be appreciated if you could contact the school and inform them of the circumstances to alleviate any cause for concern.

LATE PASS

If your child arrives at school after the bell, they are required to go to the Office for a late pass. We encourage children to be punctual for safety reasons and to ensure a smooth start to the school day. Children entering via the oval or Jacksons Road need to go straight to the main office to check in.

SCHOOL VISITORS

In the interests of the students' safety the school has developed a policy with regard to visitors to the school. ALL visitors and parent helpers are directed to sign-in at the office and issued with a badge/lanyard which they are to wear at all times. On leaving they are asked to return to the office and sign out.

LEAVING EARLY

Any person collecting a child early is requested to please ring the office prior to pick up if possible. When you arrive at the school please go to the office and then the office staff will organise for your child to come over to the office. All people picking children up within school hours MUST be identified on the child's enrolment form.

Please note that recess is from 11am to 11:30am and lunch outside time is from 1:45pm and 2:15pm. Please try and avoid these times.

PARENT EMPLOYMENT STATUS

Stating your current employment or unemployment information provides essential data to DET which attracts additional funding for the school to cater for student needs. Please notify the office of any changes to your employment so our records can be updated accordingly.

EMERGENCY INFORMATION

Individual information sheets are kept at the school in case of an accident. If a serious accident should occur, we endeavour to contact the parents before seeking medical assistance, including calling an ambulance. This is not always possible. Any decision made regarding treatment of your child will be with the intention of performing our duties in your child's best interest.

PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGE TO PARENT'S TELEPHONE NUMBER (EITHER PRIVATE OR BUSINESS), AND CHANGES TO EMERGENCY CONTACT SO THE SCHOOL HAS A POINT OF CONTACT AT ALL TIMES.

IMMUNISATION HISTORY STATEMENT

All students starting school require an Immunisation History Statement from the Australian Childhood Immunisation Register (usually mailed out to you) or available from the MyGov website. This statement is usually issued after your child has completed all their immunisations. If you do not receive one of these statements, then you can apply at any Medicare Office (or download online from Medicare/MyGov).

ASTHMA CARE

Asthmatic student's medication can be kept in the Sick Bay/First Aid room or they can keep it with them. Students are required to have a school Asthma Action Plan which is provided by your doctor, **ONLY** if they are not following the standard Victorian Schools Asthma plan. Log onto the asthma.org.au website for the further information. Child specific plans are kept in the student's file and need to be kept up to date. Please make sure you provide the office with an asthma plan at the start of the school year.

MEDICINES / EPIPEN (for children with Anaphylaxis)

The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate. We ensure that a number of our staff have first aid qualifications.

Many children attending school need regular medication to control illnesses such as asthma, hayfever, epilepsy etc. Parents whose children have such needs should firstly discuss the matter with the Principal or Assistant Principal, and then acquaint the class teacher with full details. Sufficient medication is required to be kept at the school and replaced when past the 'Use by date'.

Children may require medication in the form of tablets or medicines from time to time for a medical condition. Parents should bring these to the school office and complete the appropriate form, which will include details of the child's name, dosage and time the dose is to be given. All medicines should be supplied in a suitable container, clearly marked with the child's name, grade and expiry date on them. This includes

an EpiPen if the child is diagnosed as Anaphylactic. Parents whose children are diagnosed as anaphylactic will need to meet with the principal or a nominated staff member and discuss the relevant medical details and provide a copy of the child's Anaphylaxis Action Plan. Most medications are stored and administered from the Sick Bay/First Aid Room. Most anaphylactic students have an Epi-pen in the sickbay and also one in the Learning Centre. The school has a number of Epi-pens for general use in strategic locations across the school, in case of emergencies.

EXCLUSION FROM SCHOOL

Certain infectious diseases are covered by specific Health Department regulations exclusion of the patient and others they come into contact with. The most common are listed below: -

<u>DISEASE</u>	<u>PATIENT SHALL BE EXCLUDED</u>	<u>CONTACTS</u>
COVID-19	Until symptoms have cleared	As directed by DHS
Chicken Pox	Until fully recovered	Not excluded
Measles	At least 7 days after rash appears	Not excluded
Mumps	Until fully recovered	Not excluded
German Measles	(at least 4 days from onset of rash)	Not excluded
Conjunctivitis	Until fully recovered	Not excluded
Head Lice	Until appropriate treatment has commenced.	Close contacts should be checked

HEAD LICE

Parents are asked to make routine inspections of their children's hair for head lice and to seek advice from a doctor, chemist or local council. Immediate and thorough treatment will overcome the problem. The school should be advised by parents if their child has been affected. Outbreaks of head lice are unfortunately an on-going reality.

SUN SMART

Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection and protected from over exposure to the sun whilst at school.

- Children will be required to wear School Council approved hats (at least 8 cm rigid brim) from September to April whenever they are outside.
- Children will be actively encouraged to wear a broad-spectrum water-resistant sunscreen (SPF30+). Sunscreen should be applied before school each day. There is also sunscreen provided in each learning centre, and on excursions. Sunscreen will be applied by students according to the manufacturer's directions, under the supervision of teachers.
- Please see our Sunsmart Policy – available from our School Website.
- School hats are available for purchase from the uniform shop or school office.

STUDENT ACCIDENT INSURANCE ARRANGEMENTS

Will the Department of Education pay medical and other expenses of people injured at school or during school activities?

*If someone is injured at school, or during a school organised activity, the Department of Education and Training Development **will not** pay their medical and other expenses.*

Parents and guardians are generally responsible for paying the costs of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department of Education and Training does not hold accident insurance for school students.

Other Insurance cover may be available through general insurance companies. If you are interested please investigate.

STUDENT CODE OF CONDUCT

Silverton Primary School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the School. Discipline at this school is seen as an individual's ability to perform tasks and duties in a harmonious and safe manner so that others are not deprived of their rights and that there is no danger of injury to self. The children will be encouraged and assisted in developing harmonious relationships with other children, adults and the community in general. Silverton Primary School will provide clear guidelines to all students regarding the conduct expected of them whilst at School, engaging in School related activities or representing the School. Students are expected to uphold the School's core values at all times.

STUDENT WELLBEING

Silverton School Wide Positive Behaviour Matrix

ALWAYS			
Always try my best	Keep hands and feet to ourselves	Show full body listening	Treat school resources/property/equipment correctly
Be organised, on time and ready to learn	Be in the right place at the right time	Follow the instructions of the adults in charge	Ask permission to use other people's property
Keep ourselves, others and objects safe	Ask adult permission to leave a learning space	Ask for help when it is needed	Walk in learning spaces
Speak kindly and appropriately and use good manners	Pack up after myself and keep my learning space neat and tidy.		Eat and drink at designated times
Outside Spaces (Play Areas/Oval/Canteen/Car parks)	ICT/Online	Toilets	Excursions & Incursions
Wear hats when outdoors (Term 1 and Term 4)	Act responsibly with technology	Ask a teacher for permission to go to the bathroom	Be respectful and quiet
Stay within the school grounds	Use technology as a learning tool for educational purposes	Use the toilets for their intended purpose	Raise hands to ask questions or make comments
Follow the rules of the games	Charge technology and put laptops/iPads away on the trolley	Flush toilets after use	Be ready to participate
Include others	Keep passwords private	Wash hands	Take care of the equipment
Walk in the courtyard	Be mindful of your digital footprint	Go to the toilet during recess and lunch breaks	Be willing to try new things
Take care of the plants and animals	Use appropriate language	Leave the toilets clean	Respect property, spaces and environments
Line up calmly when the music plays	Be kind and mindful of others	Give people privacy	Arrive on time
Wait your turn at the canteen	Tell an adult if we see inappropriate things	One person per toilet	
See a yard duty teacher if you, or someone else, needs help			
Sit, eat, bin, play			
Put rubbish in the correct bin			
Move respectfully between spaces			

SCHOOL OATH

I will have pride in Silverton Primary School and obey the school rules
 I will be a good citizen and respect others
 I promise to protect and care for the environment
 I will be the best person I can
 I will aim for excellence