

Information Booklet 2024



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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 is committed to providing a learning environment and educational programs which will motivate, challenge and support students to become lifelong learners. The school aims to maximise student potential in a safe and caring community in which student voice 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

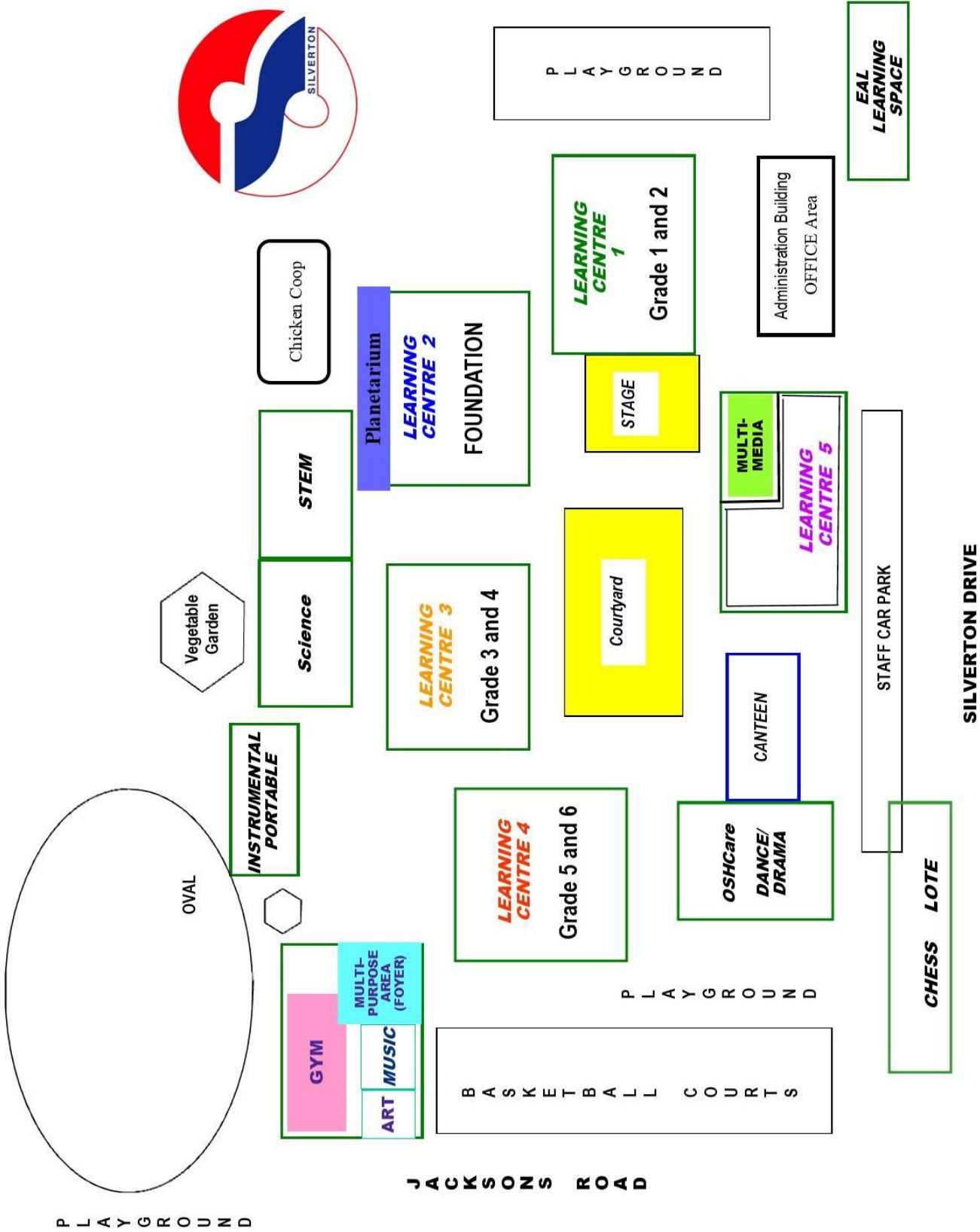
Silverton Primary School has zero tolerance for child abuse.

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.

Principal – Mark Pollard
2024

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, 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, dance studio, EAL classroom, LOTE (Mandarin), science and STEM centre. Outdoor facilities include an undercover performance area, environmental pond area, school vegetable garden and chicken coup, 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 is committed to providing a learning environment and educational programs which will motivate, challenge and support students to become lifelong learners. The school aims to maximise student potential in a safe and caring community in which academic achievement, positive self-esteem, cultural diversity and the rights of all are highly valued and respected.

INTRODUCTION

Silverton Primary School is situated in 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 majority of the students are from the immediate locality but a significant proportion of the enrolment comes from outside this area. Silverton Primary School draws students from Dandenong North, Dandenong, Noble Park North, Noble Park, Springvale, Carrum Downs, Cranbourne, Croydon, Doveton, Hallam, Hampton Park, Keysborough, Lyndhurst, Malvern, Mount Waverley, Mulgrave, Nunawading and Rowville areas.

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.

The 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 an 'Introduction Interview' 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. 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.

BYOD (Bring Your Own Device) PROGRAM

At Silverton we have implemented a successful BYOD program for many years now. As a school we firmly believe that providing access for our students to this sort of mobile technology will help engage them and enhance the learning process in new and creative ways. It will also support our students to become highly skilled at using technology to access and present information, to problem solve and work collaboratively on various platforms. Giving families access to the latest technology in the home is a side benefit of such a program.

This program is implemented in grades 3 – 6 and the students have options to bring in their own device (once it has been approved by our IT specialists); or purchase a device through a portal we have set up in conjunction with LWT; or they can rent a unit from the school from February to mid-December.

ENVIRONMENT

The school was opened in 1977 with a unique Open Plan design consisting of five open plan teaching learning centres, 4 portable classrooms used for EAL, Instrumental music room, workshops and other special learning, administration block, and specialist wing consisting of a STEM (Science Technology Engineering Mathematics) Centre, Visual Arts, Music and Gym spaces, Canteen and General-Purpose Room all established around a central courtyard. The school is maintained in excellent condition. The buildings are surrounded by spacious playing areas, which include an oval, attractive gardens, adventure playgrounds, netball and basketball courts, vegetable garden, as well as asphalt, grassed and shaded play areas.

The school has a reputation for sustainability highlighted by being rewarded 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 9795 5033
ext. 1 - Report your child's Absence
ext 2 - OSHCare
ext 3 - Canteen
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 Mr. Mark Pollard

TREASURER Mrs. Sue Robyns

PARENTS ASSOCIATION EXECUTIVE

PRESIDENT Mrs Laura Procter

SECRETARY Mrs Tammy Everitt

**OUTSIDE SCHOOL HOURS
CARE (OSHCare) PROGRAM** TeamKids – teamkids.com.au

PLAYGROUP **COORDINATOR** – Mrs Tasneem Ally

TERM DATES 2024

Term 1	Monday 29 th January & Tuesday 30 th January (Curriculum Day – no students) <u>Grade 1-6 Students start Wednesday 31st January</u> - Thursday 28 th March <u>Foundation students start Thursday 1st February</u> - Thursday 28 th March
Term 2	Monday 15 th April - Friday 28 th June
Term 3	Monday 15 th July - Friday 20 th September
Term 4	Monday 7 th October - Friday 20 th December

2024 PUBLIC HOLIDAYS

Australia Day	-	Friday 26 th January
Labour Day	-	Monday 11 th March
Good Friday	-	Friday 29 th March
Easter Monday	-	Monday 1 st April
Anzac Day	-	Thursday 25 th April
King's Birthday	-	Monday 10 th June
Friday before AFL Grand Final	-	Friday 27 th September
Melbourne Cup Day	-	Tuesday 5 th November

CURRICULUM DAYS - PROFESSIONAL DEVELOPMENT

Four 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, Sentral Parent Portal and Sentral 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 our Parent payment information on our website or a hard copy version can be collected from the 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 made up of elected members that meet once a month for an official meeting to discuss events planned for the calendar year. At other times PA members can be spotted in the courtyard talking about a new idea, finalising arrangements for an upcoming event or discussing a new purchase made for one of their many stalls.

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.

SENTRAL – Parent Portal

At Silverton we use 'Sentral' 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.
- 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 Sentral Portal can be accessed via the Silverton Website - <https://www.silverton-ps.vic.edu.au> or download the 'Sentral for Parents App'.

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

FURTHER INFORMATION

LUNCH ORDERS

Our canteen 'Kimandas' is closing it's doors at the end of 2023.

We expect to be running the canteen next year, 2024 and will provide you with further information later in the year.

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
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 1pm.

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

We appreciate anything you can do to help teach your child about using rubbish & recycling bins and keeping the areas we use clean, tidy and free of rubbish.

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 Sentral 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 either by direct deposit or via their credit card over the phone. We are still accepting cash but these are our preferred methods of payment.

School Direct Deposit Details

Account BSB: 063 244

Account Number: 0090 1052

Account Name: Silverton Primary School

Reference: 'Child's surname and activity'

Credit Card

Call the office on 9795 5033 ext 4, have your credit card details on hand and advise what you are paying for.

Please note: your credit cards details are not stored at our School.

Receipts

All receipts will be emailed to you.

Please contact us if you need to update your email address and don't forget to check your junk/spam mail if you do not receive your receipt.

BICYCLES / SKATEBOARDS / SCOOTERS

These items can be used, brought to school and stored in the breezeway near the canteen.

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 Sentral 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 anytime 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.

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 Sentral Parent Portal. Parents are welcome at all times 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 Sentral Parent Portal/App
- ring the school and choose option 1 for Absences

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.

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 'Used 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 DE&T 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 & DISCIPLINE



School Wide Positive Behaviour Expectations

	Learning Spaces	Outside (in the yard and bike safety)	Online	ALWAYS
Be Respectful	<p>I will keep my learning area tidy and clean.</p> <p>I will use other people's property with permission.</p> <p>I will be respectful of the school's equipment and resources.</p>	<p>I will take turns to use the equipment.</p> <p>I will follow the rules of the game.</p> <p>I will include other people in games.</p>	<p>I will use appropriate language online.</p> <p>I will think about others feelings when I interact/communicate online.</p>	<p>I will follow all teachers' instructions.</p> <p>I will share school property.</p> <p>I will use my manners when speaking to others.</p> <p>I will speak nicely and use a calm voice when speaking to other people.</p> <p>I will use appropriate language.</p>
Be Safe	<p>I will ask a teacher for permission if I must leave the class.</p>	<p>I will stay in the school grounds.</p> <p>I will walk in the courtyard.</p> <p>I will wear a helmet to and from school.</p> <p>I will walk my bike/scooter in the school grounds.</p> <p>I will wear my hat outside from September to April.</p>	<p>I will keep my password private.</p> <p>I will keep my personal information to myself.</p>	<p>I will keep my hands and feet to myself.</p> <p>I will use all school equipment appropriately.</p>
Be a Learner	<p>I will take pride in my work.</p> <p>I will arrive on time for my lessons.</p> <p>I will be organised and ready to learn with required parts of my Learners Toolbox.</p> <p>I understand my learning needs and can explain my goals.</p> <p>I will do my best to manage my distractions, stay on task and in the green zone.</p>	<p>I will place my rubbish in the bin.</p> <p>I will use calming strategies and move away from a situation if I am upset.</p>	<p>I will tell a teacher if I see something inappropriate.</p> <p>I will use technology as a learning tool.</p>	<p>I will be in the right place at the right time.</p> <p>I will try my best.</p> <p>I will ask for help.</p> <p>I will use full body listening.</p> <p>I will wear the correct school uniform.</p>

The Four R's - Remind. Redirect. Relocate. Remove.

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 try to be the best person I can
 I will aim for excellence