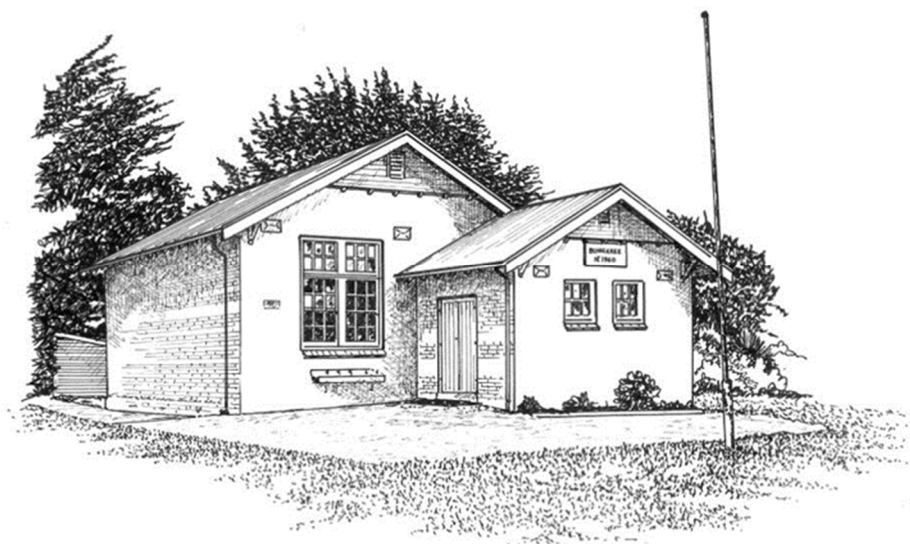


Family Information Handbook 2023



Bungaree Primary School

School Number 1960

348 Bungaree-Wallace Road

BUNGAREE, Victoria 3352

Phone 5334 0253 / 0460 339 224

Principal Catherine Barnes

eMail bungaree.ps@education.vic.gov.au

Web www.bungareeps.vic.edu.au

December, 2022

Welcome to Bungaree Primary School

We would like to acknowledge the Wadawurrung people of the Kulin Nation, the traditional owners of the lands on which we live and learn, and recognise their continuing connection to land, water and community. We pay our respects to Elders past, present and emerging and thank them for taking care of this country over countless generations.

Koling wada-ngal (Let us walk together)

It is my pleasure to welcome you to Bungaree Primary School, where it is my privilege to be the principal of such a wonderful small school (with big opportunities!).

Bungaree Primary School is an inviting, inclusive and vibrant school, offering quality learning opportunities in an engaging learning environment where we aim to achieve the best possible outcomes in student learning. Our school provides a learning environment where children can have fun, progress in their learning and develop their creativity and curiosity. We offer a school setting where our children feel cared for and valued.

We are particularly proud of the Bungaree Primary School's reputation as a caring school community, allowing children to grow emotionally, intellectually and physically in a safe, attractive and caring learning environment. This is supported by our four school values which we walk and talk in our little school community - Respect, Positivity, Determination and Creativity.

In 2023, our school will be organised into two, differentiated learning communities with a focus on student learning:

Ms Kentish will provide enhanced and personalised learning for the Juniors (F-2);

Miss Barnes and Miss Johnson will provide enhanced and personalised learning for the Seniors (3-6.)

Bungaree Primary School provides many specialist programs that are supported with professional teachers and facilities for The Arts, Physical Education and Languages Other Than English (Auslan). Furthermore, the students have access to an exciting array of extra- and intra-curriculum programs that enhance personal and academic achievement within the school, and also in partnership with other small schools in the Wathaurung Network and Moorabool Collegiate Group.

I proudly invite you to explore our school, Facebook page and website to become familiar with the school's many exciting opportunities, and to experience the Bungaree way.

Go Bunga!

Miss Catherine Barnes
Principal

About Bungaree Primary School

Bungaree Primary School is located in a small rural town located in the Central Highlands of Victoria, 10 minutes east of Ballarat, and serve the towns of Bungaree, Wallace, Millbrook, Springbank and surrounding areas. The area is famous for its rich farming soil and beautiful rural vistas.

The school's motto is "Together we can grow", which reflects on the strong community feel of our school and our school values of Respect, Positivity, Determination and Creativity. We believe that educating our students is a shared responsibility between our teachers, parents, community members and most importantly the students themselves. Our vision is for our students to become successful learners, confident and creative individuals, and active and informed citizens. The school works hard at providing the best for all students.

Facilities at the school include a Main Building which consists of an office space, one classroom and a staff room. A two-class portable building, large gymnasium and another portable with an art room also provide a variety of spaces for learning in the school. The refurbished classrooms are equipped with the latest in computer technology, and we have excellent outdoor areas including playgrounds, oval, and raised vegetable garden. The school has solar panels installed on the gymnasium shed and this effectively supplies electricity and powers the needs of the school in an environmentally sustainable manner.

Our staff professional learning is focused on effective teaching and differentiated learning. The learning is based on our strategic priorities:

- Evidence-based high-impact teaching strategies; Evaluating impact on learning; Building practice excellence; &
- Empowering students and building school pride.

All students are supported by an Individual Education Plan developed by teachers in partnership with parents. The school is supported through the DET Regional Office on a needs basis for speech pathology, psychology, school nurse and Visiting Teacher (additional needs) support services.

The school has strong community and family support, with parents involved across the school as appropriate. School events and information nights are well attended and supported, and parents also have opportunities to voice opinions and ideas through School Council and the Parents and Friends Association.

Our Vision and Values

Bungaree Primary School provides a welcoming, stimulating, caring and supportive learning environment for our students, teachers and families, with a strong culture of teaching and learning excellence and pride of the community where we live, learn and grow. We aim to connect students with our wider community, so that they are empowered to participate and contribute locally and globally.

Our vision at Bungaree Primary School is for all students to become successful learners, confident and creative individuals, and active and informed citizens. Our school motto is "Together we can grow."

Our school values describe the guiding principles and beliefs of our school community, and are designed to underpin all that we do. Bungaree Primary School's values are Respect, Positivity, Determination and Creativity. These values assist our school to provide an environment where our children can be happy, safe, expressive, creative and engaged in learning, whilst creating behavioural expectations of all members in the school community, including the principal, school staff, students, families and visitors. We expect everyone in our school community to model these behaviours in all interactions.

Our school recognises the importance of the partnership between schools and families to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for our students. Our values respect the diversity of individuals in our school community and address the shared responsibilities of us all, in building safe and respectful relationships.

Respect
Positivity
Determination
Creativity



Staff



Miss Catherine Barnes

**Principal &
Classroom Teacher**

Teaching and School Administration
Monday–Friday



Ms Marnie Kentish

Classroom Teacher

Teaching and Tutoring
Monday-Thursday and every other
Friday



Miss Zoe Johnson

Classroom Teacher

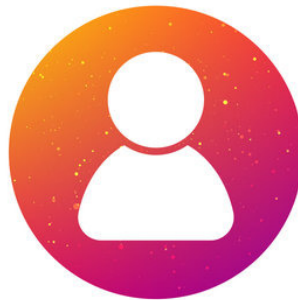
Teaching and Tutoring
Wednesday and Thursday



Mrs Trudy East

MARC Van & Classroom Teacher

Teaching Friday (fortnightly)



Ms Kerry Payne

Education Support

Monday–Friday



Mrs Angela Burgoyne

Business Manager

Thursday and Friday



Mr Michael Lewis

School Chaplain

Every other Tuesday and each
Wednesday



Mr Adrian Rogers

School Computer Technician

Tuesday afternoons

A-Z of School Life at Bungaree

ABSENCES/ATTENDANCE

Children should attend school unless there is a genuine excuse, as regular attendance is essential to maximise a child's learning. Students are expected to be on time for each school day. If a child is absent, a phone call to the school and/or a Compass notification on the day is required. If a student is absent without notification, a phone call and/or Compass notification will be made home to seek reason. Students should not come to school if unwell. Parents can note a future absence in their child's student diary and/or on Compass. We promote the DET initiative of "Every Day Counts". Foundation (Prep) children have permission to attend school only four full days each week up until March—they stay home each Wednesday.

Each morning the school is supervised from 8:45am. We ask parents to ensure that children do not arrive at school before this time, except for Breakfast Club mornings. The playground is supervised by staff during recess and lunch breaks. From 8:45am students can move inside and prepare for learning to commence at 9:00am. The school day ends at 3:30pm. After school, the collection of students is supervised by staff until 3:45pm; and OSHClub commences at 3:30pm for booked families.

ANAPHYLAXIS

Students who are diagnosed with an anaphylactic allergy must provide the school with an in date Epipen/Anapen and a written, up to date Anaphylaxis Management Plan **every year**. Please contact the Principal for further details.

ANZAC SERVICE

Our school is a lead partner in the Bungaree Community Anzac Service, held at 8:00am each Anzac Day at the Bungaree Cenotaph (at the Footy Club.) We ask that where possible, families attend and show our respect as we commemorate our fallen and current servicemen and servicewomen. Many students will have special roles during the service.



ASSEMBLY

A whole school Assembly is conducted on Monday mornings at 9:00am-9:30am at the Yarning Circle or in the Middle Room (weather dependent.) During Assembly, we share news and updates for the week, encourage students to speak with and listen to each other, and celebrate student learning. Parents and families are most welcome to attend Assembly.

ASTHMA

Children who are diagnosed with Asthma must provide the school with a written up to date Asthma Management Plan. Asthma Plans must be updated **every year**. Please contact the Principal/Business Manager for further details.

BOOKS, PENS, PENCILS AND MATERIALS BOOK PACK

Families can purchase individual supplies for use in the classroom using our personalised booklists, through Radmac in Ballarat. These are then delivered to our school. If purchasing separately, families must arrange to have stationery supplied to the school at least three days before the start of the school year. Families are asked to purchase two boxes of tissues for classroom use, and deliver these in the first week of school.

BICYCLES

Bicycles may be ridden to school if your child is a competent rider who knows the road rules well. Road traffic authorities recommend that children under 9 years of age do not ride in traffic. Helmets are compulsory. Children who do not wear helmets will not be permitted to bring their bikes into school. Students are to walk their bikes in the schoolyard. Bikes are stored at the bike rack during the day and are not to be ridden in the school grounds unless we are undertaking a Bike Education program.

A-Z of School Life at Bungaree



BOOK CLUB

Scholastic Book Club operates throughout the school with two issues being offered to students each term. The Book Club offers popular titles at discounted prices. There is no membership fee and you are under no obligation to purchase the books on offer. To order, use Scholastic LOOP online or complete your child's form and return it with the correct money to school by the due date. Owning your own books is something special and we know of no better way to encourage reading than for children to own their own books. We feel sure you and your child will really enjoy Book Club.

BREAKFAST CLUB

Breakfast Club takes place every Wednesday, Thursday and Friday. Children can arrive and enjoy breakfast free of charge with staff and peers from 8:30am -8:50am in the Art Room/Kids Kitchen. We acknowledge Foodbank Victoria and Community Bank—Ballan and District for the supply of breakfast items; and staff and parent helpers who volunteer to provide this service for our students.

CAMPS, SPORTS AND EXCURSIONS FUND

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. To be eligible, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
- be a temporary foster parent, and Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

CSEF eligibility will be subject to the parent/legal guardian's concession card successfully validating with Centrelink on either the first day of term one or term two. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child. The annual CSEF amount per student is \$125 for primary school students.

CHILD SAFE STANDARDS

All schools need to be compliant with the VRQA Child Safe Standards. The school has developed a Child Safety Code of Conduct, and this demonstrates our school's commitment to Child Safety within the school and the community.

COMPASS

Bungaree Primary School will be migrating to Compass, a student management portal, in 2023. This is an app-based portal accessible from smartphones. Families will be provided with individual login details and support information. Compass will be the portal used between school and home, to notify the school of absences; to share school based communications and announcements; electronic permissions for excursions; and student reporting.

Staff will be learning to use the portal alongside families—we ask for mutual support during this change!



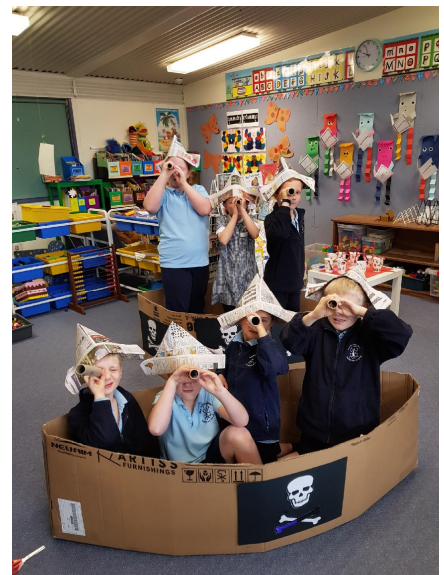
A-Z of School Life at Bungaree

COMMUNICATION

At the heart of our community spirit lies a commitment to respectfully work together to achieve the best possible outcomes we can. As a member of our Bungaree Primary School community, our expectation is that:

- relationships between families, the school team, and the students are treated as partnerships
- that we work with an open mind to find positive pathways to help one another
- that we communicate about, and to one another, respectfully
- the teaching team are respected as professional educators and as such, their knowledge is supported when educational decisions need to be made.

To communicate efficiently with parents, and to support our commitment to reducing waste, in 2023 the school will communicate with parents via Compass. If you request that we provide information other than via electronic means, the school will communicate by other means. The school communication channels are as indicated on the following table. It is assumed when the school sends out information that families take the time to read it and respond quickly to the school with any concerns they may have.



Communication Channel	Purpose
Compass	Compass provides two-way communication between parents/caregivers and Bungaree Primary School. The quick post acts like a text, with live instant alerts sent to any mobile device. It provides access to an newsletter, events and updates, online absentee form, permissions and payments for excursions and more.
School email	The School Office sends email notifications to families: general whole school notifications, health notifications, individual communications pertinent to each family.
Newsletter	A newsletter is sent out via Compass to families fortnightly containing: general school information/reminders, Principal update, upcoming event information, class news, student recognition, community news/ads etc. In 2023, the newsletter will printed only by request. The newsletter is also posted on the school's Facebook page, the school website, and available at the Bungaree General Store.
Phone calls	Families can phone the school office for anything urgent or in case of an emergency.
Website	Contains general information about the school, newsletter, policies and relevant reports. www.bungareeps.vic.edu.au
Annual School Report	Each year, the school publishes the Annual Report for the previous year on the school website. This report is a wealth of information on the school's progress.
Parent meetings	Parents are welcome to contact their teacher via email or through phone appointment for a face-to-face meeting when the need arises. Parents need to be mindful that the teachers are often booked in advance for meetings throughout the day and week, so it may take a few days.
Parent-Teacher Interviews, Student Lead Conferences and Reporting	Parent-Teacher Interviews in Term 1 allow teachers to discuss with parents how their child is progressing, and in Term 3, Student Lead Conferences allow students to show and share their learning. Written reports highlighting student achievement are distributed in Terms 2 and 4.

Regular contact with staff is desirable and encouraged, though considered with teaching and administrative workloads. The school telephone number is 5334 0253, or mobile 0460 339 224. The school email is bungaree.ps@education.vic.gov.au. If contacting the school by telephone, it would be appreciated if calls could be made before and after school, or at the lunch break as all teachers have teaching commitments and student learning is our priority. **Please contact the school at any time in an emergency.** School staff will do our best to respond to general queries as soon as possible and ask that you allow us 2-3 working days to provide you with a detailed response. We will endeavour to respond to urgent matters within 24 hours where possible. Concerns or problems of a serious nature should be directed to the Principal.

A-Z of School Life at Bungaree

CONFIDENTIAL STUDENT INFORMATION

This information is collected for each child in the school. This enables contact with parents or their agents in the case of illness or accident. In recent years, the school has also been required to collect information about parent jobs and employment. Parents should advise the school without delay, of any changes to their own or their contact's address or telephone number.

CONVEYANCE ALLOWANCE

A Conveyance Allowance is available for eligible students who live more than 4.8km by the shortest practicable route from the nearest government school or a student who lives more than 4.8km to the nearest bus stop where that bus travels to the nearest government school. If you think you may be eligible please contact the school to discuss or to complete appropriate forms.

COVID-19 PANDEMIC

Victorian Government information is continually evolving in the guidance and management (including mandates in schools) of COVID-19. Communication with staff and families is regular in this space as conditions change. This includes but is not limited to Remote and Flexible Learning, face masks for adults and children, hand hygiene, physical distancing, density limits, Service Victoria QR check-in, proof of vaccination, and visitors and volunteers on-site. Please be patient and respect our staff as new information and/or updates come to the school.

CURRICULUM

The School's curriculum is based on the Department of Education and Training expectations - Victorian Curriculum. The learning areas in the curriculum are:

The Arts

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

English

Health and Physical Education

The Humanities

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

Languages (L.O.T.E.) Auslan

Mathematics

Science

Technologies

- Design and Technologies
- Digital Technologies

M.A.R.C. Van (Mobile Library)

At Bungaree Primary School our priority areas are Literacy & Numeracy. We focus on activities which challenge and stimulate all children.



A-Z of School Life at Bungaree

DRINKS

Named plastic drink bottles with pop tops are suitable—the school will provide one drink bottle for each child's use in the classroom at the start of the school year. For safety reasons, glass bottles are not to be brought to school. Water is the best drink; soft drinks and energy drinks are not permitted at school. Students are permitted to have plastic drink bottles containing water into the classrooms but they must have a pop top lid.

EMERGENCIES

The school has a very effective and well documented Emergency Management Plan in case of emergency at school, and practice emergency drills with students and staff each term. Parents and carers will be kept informed of updates and actions during any emergency at the school via phone/text message/Compass notification.

EMERGENCY CONTACTS/INFORMATION

It is important that the details on our computer records be kept up to date at all times so that we can get in touch with you whenever necessary. To help staff and your child, please ensure the school has the following information:

- a) Home address and phone number
- b) Business number
- c) Name, address and the phone number of a person who is able to care for your child in your absence, in case of illness or accident during school hours
- d) Current medical information concerning your child.

In an emergency, we may need these contacts if parents cannot be contacted. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Bungaree Primary School.



END-OF-DAY-DISMISSAL

Please ensure that children are picked up promptly when school is dismissed at 3:30pm. If there are any changes to normal pick-up arrangements, teachers should be notified and children clearly informed of those arrangements. Note: Dismissal on the last day of each term will be earlier and information related to this will be provided in the newsletter.

ENROLMENT

Bungaree Primary School takes enrolments throughout the year. Enrolment is open to children who attain the age of five (5) years by April 30th. Parents may enrol their child by calling into the school to collect an Enrolment Form, visiting our website or by phoning the school and requesting a form be mailed to you. We are happy to do a school tour by appointment. Please return the completed Enrolment Forms to the school office, along with a copy of your child's birth certificate and certificate of immunisation.

EXCURSIONS AND CAMPS

Parents will be informed of planned excursions, camps, sports trips, films, etc. Parents are required to provide current medical information about their child prior to an excursion. Because of the size of our school, private transport is often used. Parents and staff who offer to transport students need to have a current driver's licence and comprehensive car insurance. The drivers will need to supply evidence of both of these before students can be transported. Camps and excursions are an integral part and extension of the school curriculum. Parental permission is required for these activities except where the excursion is in the immediate area close to school. As these programs involve cost which must be borne by the parents, information is distributed in sufficient time for parents to arrange payment. Payment plans are available for camps.

A-Z of School Life at Bungaree



FACEBOOK PAGE

At Bungaree Primary School, we show a great sense of pride in our education and our community in the place where we live, learn and love. Our Facebook page is a place where we can show and share news and events from our beautiful school. We're a friendly lot and so we want to keep our page clean and courteous for everyone to enjoy. So please keep this in mind when you're commenting or contributing to posts. We walk and talk our school values of respect, positivity, determination and creativity, and ask that while you are in our space, you do too. Comments that are in poor taste, prejudicial, irrelevant or profane will be deleted. If the behaviour continues, we'll take the next step and block people who can't follow these house rules. We'll do our best to keep an eye on the comment threads to make sure that Bungaree Primary School's Facebook page is a place of safe

and respectful dialogue. Please note that we're not responsible for comments that have not been posted by the school.

FRUIT BREAK

All students pause and enjoy a fruit break mid-morning during class. We encourage all families to supply a piece of fresh fruit or a vegetable to snack on during this time.

GAMES

No games involving tackling, grabbing, hitting or throwing dangerous objects at other people are allowed.

HEAD LICE

Periodically, there are outbreaks of head lice, and contrary to popular belief, they do not need dirty heads to survive. They will infect any head. If we are aware of the problems, we can soon solve any outbreaks.

Every parent is requested to:

- Inspect their children's hair at regular intervals.
- Inform the school immediately whenever lice are detected.

If one member of the family has head lice, all members of the family should be treated. There are several lotions/foams available from your local chemist. In the interest of health, hair should be kept tied back and out of eyes.

HOMEWORK

Homework is given each week, which includes our Home Reading Program. Students are required to read and practise their spelling words every night. Other homework tasks may be set at the teacher's discretion.



A-Z of School Life at Bungaree

HOURS OF SUPERVISION

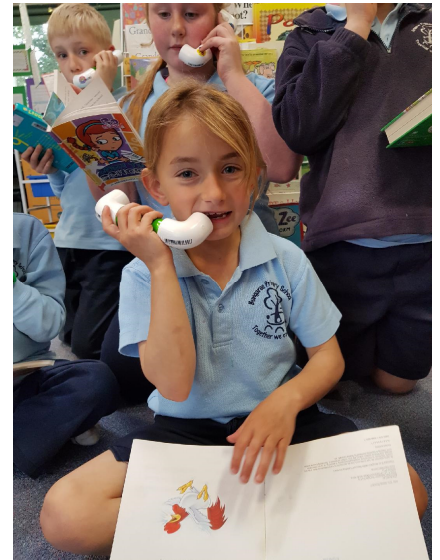
Children will be supervised between 8:45am and 3:45pm. Supervision outside these hours cannot be guaranteed and every effort should be made to ensure that children are not at school prior to 8:45am and collected prior to 3:45pm.

ILLNESS/INJURY AT SCHOOL

All staff members are trained in First Aid Level 2. If there is a serious injury, we will phone for an ambulance and parents will be contacted. In the event of head injuries, parents will be notified to take the child home, as head injuries may result in concussion. Minor injuries and illnesses can often be treated at school. Staff will assess the situation and apply first aid where appropriate.

IMMUNISATION RECORDS

All students enrolling in schools or transferring between schools are required to provide proof of immunisation.



INDIVIDUAL EDUCATION PLANS

Individual Education Plans are developed for all students, ensuring that learning is personalised for every child. Families are encouraged to discuss these with teachers every term.

INFECTIOUS DISEASES

Please refer to the current list of “Minimum Period of Exclusion from Schools for Infectious Diseases Cases and Contacts.” Please note that current exclusions for COVID-19 are evolving. The latest guidance will be provided to families at the time of infection.



JUNIOR SCHOOL COUNCIL

Students from Grades 3, 4, 5 and 6 work together to improve aspects of our school and to participate in fundraising and events through Junior School Council. The Students in the Seniors have run collaborative Student-led Community Projects over the last few years, which have been a highlight for our school each term.

LIBRARY

The MARC Library Van visits the school every second Friday. The program for all students is based around linking literature to the arts. Students can borrow books on personal interest which can be used in the classroom the following week.

LOST PROPERTY

All personal property (clothing, hats, bags, drink bottles, etc.) should be clearly labelled to ensure ease of identification and return of lost items. If your child has misplaced anything, please check with the classroom teacher or the lost property tub in the office. Students are encouraged to be responsible for the care of their own belongings at school.

LUNCHES

Children are supervised whilst eating their lunch and we strongly encourage healthy snacks and lunches, in the interest of children's health. Please do not send noodles/soups that require boiling water. Food WILL NOT be heated in the microwave. The Parents and Friends Association organises a lunch every second week (orders and payment must be received prior.)

A-Z of School Life at Bungaree

LUNCH ORDERS

Every Friday we have lunch orders available at the school. We support our local community—orders and payment are to be made with Lisa at the Bungaree Store by Friday before school. A range of hot and cold menu items are on offer - please drop into the shop and see what's available. We ask that no soft drinks or liquid confectionery be ordered.

MEDICATIONS

If children are required to take medication while at school, parents are requested to provide the class teacher with a written authority that includes details of medication, dosage and any likely reactions (form available with our Medication Policy.) All medication must be labelled with your child's name and handed to their teacher.

MOBILE PHONES

Students should not bring mobile phones to school. If they are needed for some reason (eg for an emergency or special occasion) they should be handed to the teacher or Principal for safe-keeping and collected at the end of the day.

MUSICAL EVENTS

Our students participate in the 'Moorabool Kids Day Out' which is an initiative that involves local schools within our Collegiate Network. The day is usually in Term 3 and involved performing on stage in Bacchus Marsh in a 'kids only' arrangement.



NEWSLETTERS

Newsletters are our main source of informing you about what is happening in the school. Hardcopy newsletters (by request in 2023) are sent home with the eldest child in the family once a fortnight usually on a Friday, posted on Compass and on the school's Facebook page and web page. Other notices may be sent home during the week/on Compass as needed. Please encourage your children to take responsibility for giving you the newsletter/notices that are sent home and then please read them thoroughly.

OFFICE HOURS

The school office is unattended on most days but staff are available 8:30am to 4:00pm. The best times to call the school, **(except in an emergency situation)** is between 8:30am - 9:00am or 3:30pm - 4:00pm. Please note that staff meetings and professional learning regularly occur before and after school.

OUTSIDE SCHOOL HOURS CARE (OSHClub)

OSHClub is available at Bungaree Primary School to provide Outside School Hours Care (OSHC.) We are also a community hub for OSHClub, open to students from St Brendan's Primary School in Dunnstown and St Mary's Primary School in Clarkes Hill. OSHClub is a leading provider of quality, safe, fun and professional OSHC. Each day the children receive healthy snacks and participate in a range of fully supervised activities from school dismissal at 3:30pm to 6:00pm. All families wishing to use the program must be registered. This is to ensure that OSHClub has the correct child and family information, are notified of any medical or additional needs, and know your booking choices, billing procedure and Child Care Subsidy information. To obtain a registration form please see the OSHClub staff at the program or contact OSHClub Head Office. For further information: visit www.oshclub.com.au/vic/bungaree-primary-school, email bungaree@oshclub.com.au or call 0407 152 089.



A-Z of School Life at Bungaree



PARENTS AND FRIENDS ASSOCIATION

The Parents and Friends Association (PFA) operates as a support group for our school. They aim to encourage parents and the wider community to be involved in the school and develop links with the children and staff, and organise special lunches and raise funds to offset costs of camps and excursions, enhance our school programs and organise fundraisers in order to raise monies that can then be used to purchase additional resources for the children, beyond the scope of the school's budget. PFA lunches are offered to all students and staff fortnightly each term for a minimal charge. Parents and friends are valued volunteers in making and sharing lunch with everyone. Our PFA have offered their skills to classrooms and at working bees, parent evenings and at the graduation. The PFA truly promotes friendship and the social life of our school. All families are invited to be part of our PFA.

PARENT HELPERS

Although we employ people to carry out professional roles within the teaching and administration of our school, we also rely upon the generous volunteering of parents. Our Bungaree Primary School community has always been blessed to have parents who have helped support the school in many ways. Without these contributions of time, energy, ideas and initiative, BPS would not have the facilities it does today. Parent helpers are a great asset to our school and are very welcome to take part in the class programs if teachers request assistance or invite parents to participate. Any parent assisting in learning must have a current 'Working With Children Check.' When assisting in the classroom you must sign in and out at the office at the Compass kiosk.

PARKING

Parents are requested to park facing the road (rear of the vehicle to the hedge), leaving sufficient space for pedestrians and cyclists to pass behind their vehicle and for student visibility and safety. Please do not park in front of any gates.



PERMISSION FORMS AND PAYMENT

Excursions, camps and special events require signed/electronic parental permission forms. These forms must be returned to school prior to the event (or via Compass,) with payment enclosed or paid via bPay.

PERSONAL PROPERTY

The Department of Education does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property. If your child has something of value, it is recommended that they do not bring it to school because we cannot guarantee the safety of personal items.

POLICIES

School policies ratified by School Council can be found on the school website, www.bungareeps.vic.edu.au.

PRIVATE MUSIC TUITION

The Nelson family provide private music tuition during school hours by parent request and agreement by the school. The Nelson family will be offering piano, keyboard and guitar lessons again at Bungaree this year. Tim is an experienced, patient and qualified instrumental music teacher, and has been teaching for more than 20 years; and Quilby is studying advanced music at university. To discuss music opportunities for your child and the costs involved, please contact Tim on 0450 904 464.

A-Z of School Life at Bungaree

PUBLIC HOLIDAYS DURING SCHOOL TERMS 2023

26th January	Australia Day	25th April	Anzac Day
13th March	Labour Day	12th June	King's Birthday
7th April	Good Friday	7th November	Melbourne Cup Day

PUPIL-FREE/CURRICULUM DAYS

The school is entitled to four Pupil-Free Days per year for staff professional development and planning, and in accordance with this, the first day of the school year is a Pupil Free Day. The other three days occur throughout the year. These are approved by School Council and parents are notified of these dates through the school newsletter.

PUPIL PROGRESS REPORTS

Parents are provided with reports of their child/children's progress at the end of Term 2 and Term 4. Parent/teacher interviews are conducted at the end of Term 1. Student-lead Conferences are held at the end of Term 3. Parents should feel free to discuss pupil progress or concerns with their classroom teacher at a mutually convenient time.

READER DIARY

Each student's Reader Diary is an important communication tool between home and school and is used by all students from Foundation to Year 6. Please check your child's diary each night and ensure that it is returned to school daily. Communication with classroom teachers can be written directly into the diary.

SCHOOL CHAPLAIN

The chaplain's role includes the pastoral care for the members of school and wider community. Responding to issues and critical incidents as they arise, as well as facilitating proactive relationship building, small group delivery and programs to ensure improved wellbeing outcomes for young people and their communities. Our school chaplain will be working every other Tuesday and each Wednesday in 2023.

SCHOOL CONCERT/END OF YEAR CELEBRATION/GRADUATION

At the end of the year the students perform in a short concert, we recognise achievements of the school and disseminate awards, and celebrate with a shared family tea. We encourage the wider community of Bungaree to join in and celebrate with us.

SCHOOL COUNCIL

The School Council Members include both parents/carers and staff, all of whom have a strong interest in the school and the desire to contribute to the ongoing improvement of the school. The Council meets on a twice/term basis to discuss various matters and to receive reports. Parents are asked to consider a role on the School Council in the coming years as it is a great opportunity to have a direct involvement in your child's education. Our School Council President 2022/23 is David Lee.

SCHOOL NURSE

School Medical Officers (School Nurse) examine all Foundation children, plus any others that may be referred by teachers. This service needs parental permission, but it is very important. Many minor concerns are often detected before the child's health or schooling is affected.



A-Z of School Life at Bungaree

SCHOOL TERMS 2023



	Term Dates	Term Breaks
Term 1	27th January–6th April 27th January (teachers resume) 30th & 31st January–start up interviews 1st & 2nd February (students resume*) *Foundation Students don not attend each Wednesday (rest days) until March	7th April–23rd April
Term 2	24th April–23rd June	24th June–9th July
Term 3	10th July–15th September	16th September–1st October
Term 4	2nd October–20th December	21st December–30th January 2023

SICK CHILDREN

The school does not have the facilities to accommodate ill children. The best place for a sick child is at home. This aids in your child's recovery and minimises the spread of infection to the other students. Please remember to ring the school to notify us of your child's absence. Parents/carers will be required to collect children who are unwell during school hours.

SMOKING

Smoking is not permitted by any person in the school buildings or school grounds, or outside the school gates under any circumstances.

SPORT

We compete in sporting events with the Wathaurung District, a cluster of small schools aiming to provide opportunities for all students. An athletics carnival is held in first/second term each year. We also participate in Cross Country, the Wathaurung Winter Sports (Years 3-6) and other sports as they arise. All children are given the opportunity to participate. All sports events are scheduled so that students may gain selection for regional, then state sports events.

STORY DOG

We hope to continue with Story Dogs with a new furry friend and handler in 2023, after Manilla the Story Dog (a golden labrador) passed in 2021. When children read to a dog, the outcomes are amazing. Student focus improves, literacy skills increase and confidence soars. The accepting, loving nature of dogs gives this program its magic and helps children relax, open up, try harder and have fun while reading to a friendly, calm dog.



A-Z of School Life at Bungaree



STUDENT BEHAVIOUR

We know that orderly classrooms mean better learning outcomes, and a safe and bully-free environment gives children confidence, connects them to others and allows them to be the best they can be. The school has developed a Student Positive Learning Model to describe good learning behaviours. Bungaree Primary School is committed to providing a safe and respectful learning environment where bullying (including cyberbullying) will not be tolerated. “Let’s Be Calmer Farmers” is a visual tool and system used across the whole school reinforce appropriate behaviours. This model was developed with our students input and ideas. Parents will be notified if their child’s behaviour is cause for concern. We expect a high standard of student behaviour and regularly discuss expectations with students.

STUDENT SHOWCASE

At the end of each term we hold a ‘Student Showcase’ during a morning in the last week. This is an opportunity for families to come into the classroom and engage in conversations with your child/ren about learning tasks they have completed and how the classroom operates.



SUNSMART

All students must wear a broad-rimmed hat to prevent sunburn while they are outside in Term 1 and 4 (and on hot days in the other terms.) Hats are available from the school. Sunscreen is also provided.

SWIMMING PROGRAM

Water safety and swimming is an important component of our Physical Education program and is conducted once per week in Term 3. Every child is encouraged to attend. We hold this program with Warrenheip Primary School at the Ballarat Aquatic and Lifestyle Centre in Ballarat.

THE RESILIENCE PROJECT & RESPECTFUL RELATIONSHIPS

Our school learns social and emotional skills and building student resilience through The Resilience Project. The basis for learning is that of gratitude, empathy/kindness and mindfulness, partnered with emotional literacy. These pillars will be referred to and explicitly taught in the classroom to develop happy and successful learners. Our school also leads a cluster of small schools in the Respectful Relationships program, providing learning opportunities that nurture a community of respect for all.

TIMETABLE

The following gives a broad overview of what is undertaken each day.

9:00am	School commences
9:00am–11:00am	Literacy
11:00am-11:30am	Recess
11:30am-1:00pm	Spelling; Numeracy
1:00pm-2:00pm	Lunch
2:00pm-3:30pm	Specialist subjects
3:30pm	Dismissal



A-Z of School Life at Bungaree



TRANSITION DAYS

All families who enrol their Kindergarten child at our school will be sent an invitation for their child to attend our Prep Transition Program - 'Foundation Fun.' The program runs during Term 4 and provides an enhanced opportunity for kindergarten students to transition to big school. A statewide orientation day is held in early-mid December.

TUTORING

To further support and extend all students, scheduled small group tutoring takes place in class.

UNIFORM

The school has a compulsory uniform. We have decided to keep our school uniforms simple and affordable for our school community. Our uniform consists predominantly of clothing which is available in standard colours from a range of suppliers. Ideally, students will purchase at least one item of the school uniform with the school's logo. These will be available on either the windcheater or polo shirt. Occasionally students will organise free dress or fancy dress days, when no uniform is required.

The colours of the school uniform are navy and light blue.

Art smocks - A suitable smock must be provided to protect school uniforms, and should cover the sleeves (art smocks can be purchased commercially, however an old adult shirt is fine.)

Year 6 windstoppers—these are specially embroidered and ordered only once in Term 1 subject to parent permission and invoiced to families. Costs will be advised.

Please label all children's clothing clearly. Singlet tops, brief tops, brief shorts, thongs, steel-capped boots, open ended-toed sandals and Crocs are not appropriate dress.

Hair that is shoulder length or longer must be tied back each day in a pony tail/braid/plait. Ribbons and hair ties should be in school colours. A watch may be worn. Ears may have studs or sleepers only. Any student wearing jewellery that is deemed by staff to potentially cause injury to the wearer or others will be asked to remove it.

Uniform components can be ordered at any time in the year through our supplier, Rufcut Clothing Australia (202 Lyons Street South, Ballarat.)



Choose from the following items, depending on the weather:

Navy and light blue school polo top with logo

Navy or white long sleeve t-shirt/ skivvy worn under school polo shirt

Navy blue shorts (bike shorts only permitted on Sports Days)

Navy blue skorts, skirts

Gingham dress (checked blue and white)

Black school shoes or pull on boots or sneakers

Gumboots highly recommended in winter

Slippers may be worn in the classrooms

Broad brimmed hat in navy (compulsory in Terms 1 & 4)

Navy blue Track pants- generic no labels

Navy Blue leggings (under skirts, dresses)

Bike shorts are only to be worn under dresses or on sports days

Navy Blue pants or shorts

Navy school jumper with logo

Year 6 windstopper

A-Z of School Life at Bungaree

VALUABLES

Children are not to bring valuable items- mobile phones, iPods, iPads, cameras, hand-held games etc, to school. Children found in breach of this rule will have their item confiscated.

VISITORS

All parents and visitors must report to the office upon entering the school grounds and meet COVID safe and Working With Children requirements if working directly with students. Visitors are required to sign in and out of the Compass Kiosk and wear a lanyard identifying their presence. Parents attending activities during school hours must also sign in and out.

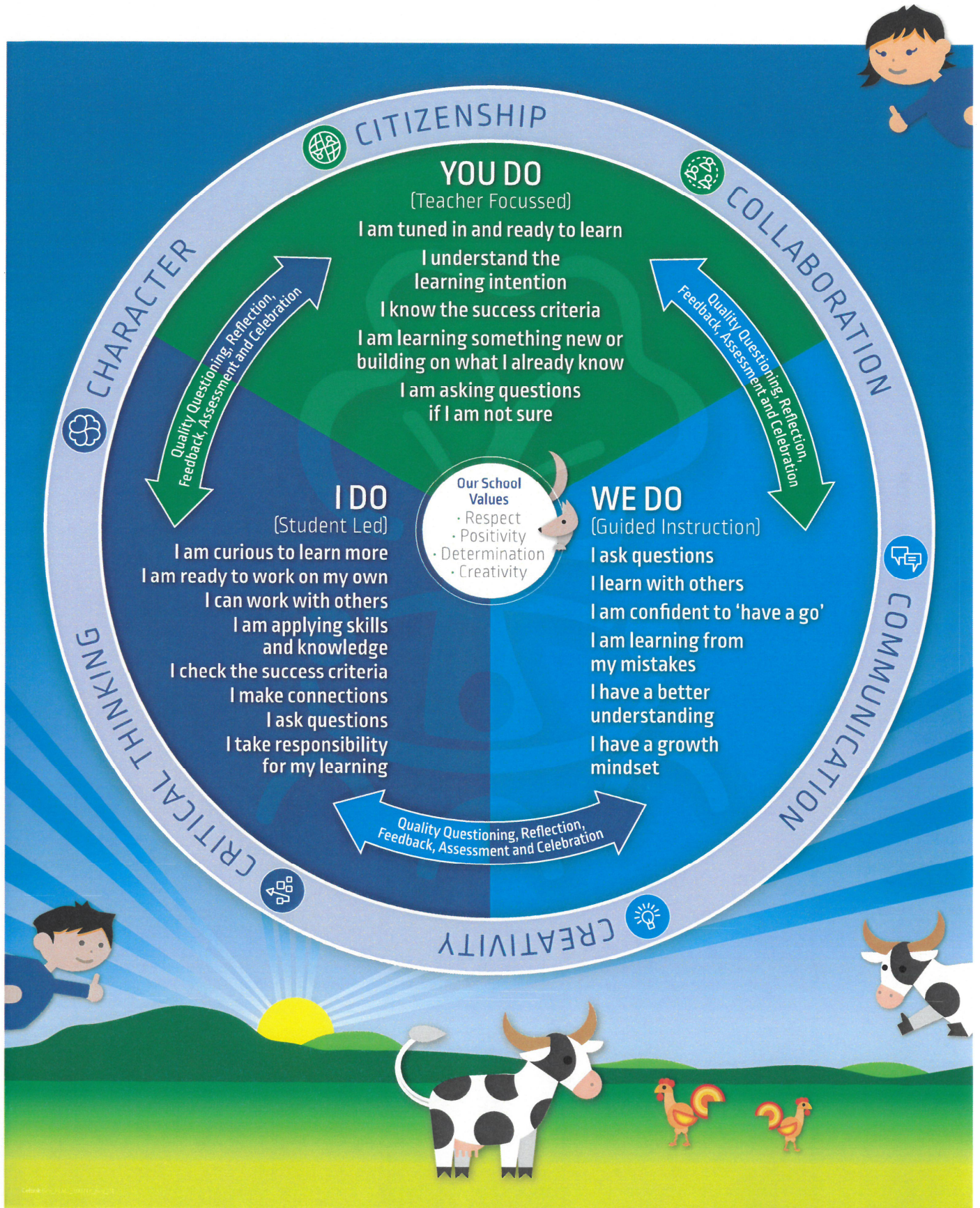
WEBSITE

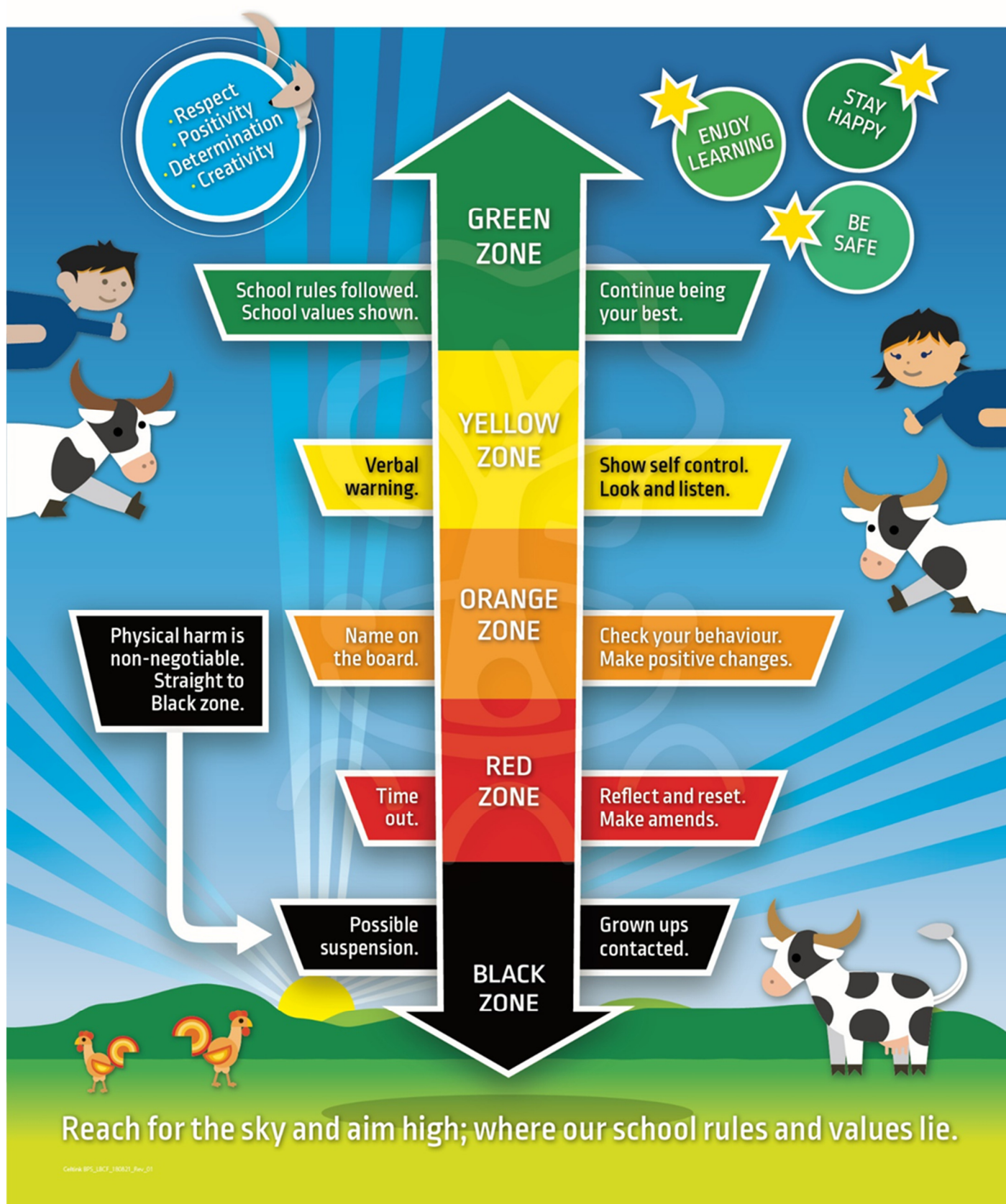
Our school website contains relevant information including fortnightly newsletters. It can be accessed via the link www.bungareeps.vic.edu.au

WET/HOT/EXTREME WEATHER

The school has a wet/hot weather timetable in place if it rains, snows or is considered extreme heat (or other extreme conditions) at lunchtime or recess. Students play indoors or in the gym under staff supervision.







Minimum period of exclusion from primary schools and children's services¹ for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	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
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	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
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	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
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	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
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of 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
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	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
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	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
28	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
29	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
30	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

Regulation 111

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

* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

*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.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

¹ Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.