AN OPEN LETTER TO PARENTS

Dear Parents,

While education is a three way partnership between the child, the school and the parents; all of whom are supported by the community, it does take some organizing! The aim of this booklet is to provide you, with the information you need to know about the organization, processes and routines of our school to make of the most of your child’s stay at K.P.S. We certainly trust that it is a happy and productive one.

Please read the information in this booklet carefully so that you can familiarize yourself with all the other information relating to our school. After reading the book if you have any questions at all, please feel free to ask the appropriate person, whether it be teachers, Department Managers, Assistant Principal or Principal. If you aren’t sure about who to speak with about an issue, please ask at the School Office / Reception and you will be referred to the appropriate person.

Yours sincerely

Nathan Pirouet
Principal
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1. MISSION STATEMENT

## Mission Statement

### Challenge and Achieve

We develop the whole child by instilling the knowledge and skills needed to meet the challenges of learning while valuing the diversity of individuals.

<table>
<thead>
<tr>
<th>Values</th>
<th>This means we:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Learning.</td>
<td>1. Value and foster the knowledge, skills and strategies required for learning.</td>
</tr>
<tr>
<td>2. Respect.</td>
<td>2. Value the ideas, achievements, rights, differences and needs of others.</td>
</tr>
<tr>
<td></td>
<td>Enable individuals to value their own needs and develop self-esteem.</td>
</tr>
<tr>
<td>3. Responsibility.</td>
<td>3. Promote awareness and acceptance by individuals of their responsibilities to themselves and others for their own actions.</td>
</tr>
<tr>
<td>4. Nurturing.</td>
<td>4. Provide for the needs of students and others within the school community.</td>
</tr>
<tr>
<td>5. Community.</td>
<td>5. Build positive links between the members within the school community and between the school and the wider community.</td>
</tr>
</tbody>
</table>
## 2 SCHOOL STRUCTURE AND CURRICULUM

### 2.1 Introduction

<table>
<thead>
<tr>
<th>First name</th>
<th>Surname</th>
<th>Position</th>
<th>Room</th>
<th>Year Level</th>
<th>Home Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan</td>
<td>Pirouet</td>
<td>Principal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dave</td>
<td>Gray</td>
<td>Assistant Principal</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Annie</td>
<td>Ammitzboll</td>
<td>Business Manager</td>
<td></td>
<td></td>
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<tr>
<td>Doug</td>
<td>Alexander</td>
<td>Technical Support ICT</td>
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<tr>
<td>Haley</td>
<td>Anderson</td>
<td>Classroom Teacher</td>
<td>10</td>
<td>Year 4</td>
<td>M10</td>
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<tr>
<td>Laurie</td>
<td>Bier</td>
<td>Classroom Teacher</td>
<td>8</td>
<td>Year 4</td>
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<tr>
<td>Emily</td>
<td>Burrows</td>
<td>Classroom Teacher</td>
<td>35</td>
<td>Year 5</td>
<td>S35</td>
</tr>
<tr>
<td>Jenny</td>
<td>Cant</td>
<td>Classroom Teacher</td>
<td>6</td>
<td>Prep</td>
<td>J06</td>
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<tr>
<td>Annmarie</td>
<td>Clark</td>
<td>ESO Canteen Manager</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Jan</td>
<td>Clark</td>
<td>Classroom Teacher</td>
<td>7</td>
<td>Prep</td>
<td>J07</td>
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<tr>
<td>Robyn</td>
<td>Cutler</td>
<td>Classroom Teacher</td>
<td>1</td>
<td>Year 1/2</td>
<td>J01</td>
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<tr>
<td>Helen</td>
<td>Cripps</td>
<td>Library Assistant / ESO</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Natalie</td>
<td>Ciavarella</td>
<td>Classroom Teacher</td>
<td>11</td>
<td>Year 3</td>
<td>M11</td>
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<tr>
<td>Lynne</td>
<td>Dowel</td>
<td>Classroom Teacher</td>
<td>3</td>
<td>Year 1/2</td>
<td>J03</td>
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<tr>
<td>Jennifer</td>
<td>Mulqueeney</td>
<td>Classroom Teacher</td>
<td>32</td>
<td>Year 6</td>
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<tr>
<td>Craig</td>
<td>Friebe</td>
<td>Classroom Teacher</td>
<td>31</td>
<td>Year 6</td>
<td>S31</td>
</tr>
<tr>
<td>Betty</td>
<td>Hall</td>
<td>Administration</td>
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<td></td>
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<tr>
<td>Candice</td>
<td>Huntley</td>
<td>Classroom Teacher</td>
<td>4</td>
<td>Year 1/2</td>
<td>J04</td>
</tr>
<tr>
<td>Brenda</td>
<td>Jones</td>
<td>Literacy Support/Intervention (0.6 Mon – Wed)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Paul</td>
<td>Jones</td>
<td>Computer Technician/ICT</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sharon</td>
<td>Jones</td>
<td>ESO</td>
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<tr>
<td>Nigel</td>
<td>Kilpatrick</td>
<td>Classroom Teacher</td>
<td>9</td>
<td>Year 3</td>
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<tr>
<td>Gary</td>
<td>Adams</td>
<td>Gardener</td>
<td>N/A</td>
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<tr>
<td>Kerrie</td>
<td>McPherson</td>
<td>Classroom Teacher</td>
<td>5</td>
<td>Prep</td>
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<tr>
<td>Kathy</td>
<td>McRae-Suckling</td>
<td>ESO</td>
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<tr>
<td>Emma</td>
<td>Morton</td>
<td>ESO</td>
<td></td>
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<tr>
<td>Jacqui</td>
<td>Rothier</td>
<td>Learning Coach</td>
<td></td>
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<tr>
<td>Leigh</td>
<td>Shelley-McCahon</td>
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<td>33</td>
<td>Year 5</td>
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<tr>
<td>Fiona</td>
<td>Simcock</td>
<td>Art (0.6 Mon, Wed, Thurs)</td>
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<tr>
<td>Shelley</td>
<td>Snooks</td>
<td>Physical Education</td>
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<tr>
<td>Gabrielle</td>
<td>Smith</td>
<td>Music (0.8 Mon – Thur)</td>
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<tr>
<td>Matt</td>
<td>Stear</td>
<td>Chaplain</td>
<td></td>
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<tr>
<td>Jenny</td>
<td>Swan</td>
<td>ESO</td>
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<tr>
<td>Sarah</td>
<td>Boasman</td>
<td>After School Care Coordinator</td>
<td></td>
<td></td>
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<tr>
<td>Rebecca</td>
<td>Elkins</td>
<td>After School Care Assistant</td>
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<tr>
<td>Brittan</td>
<td>Logan</td>
<td>After School Care Assistant P/T</td>
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<tr>
<td>Rachel</td>
<td>Warren</td>
<td>Art (0.4 Tuesday &amp; Friday)</td>
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<td></td>
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<tr>
<td>Daniel</td>
<td>Wells</td>
<td>Classroom Teacher</td>
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<td>Year 5</td>
<td>S34</td>
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<tr>
<td>Diane</td>
<td>Wilshaw</td>
<td>ESO</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Colin</td>
<td>Wyhoon</td>
<td>Cleaner &amp; Maintenance</td>
<td></td>
<td></td>
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<tr>
<td>Tara</td>
<td>Young</td>
<td>Classroom Teacher</td>
<td>2</td>
<td>Year 1/2</td>
<td>J02</td>
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<tr>
<td>Ellyn</td>
<td>Zizic</td>
<td>Classroom teacher</td>
<td>30</td>
<td>Year 1/2</td>
<td>J30</td>
</tr>
</tbody>
</table>
3 ADMINISTRATION AND ATTENDANCE

3.1 School Hours

SCHOOL HOURS: 9.00 AM TO 3.30 PM

RECESS: 11.00 AM TO 11.30 AM

LUNCH: 1.30 PM TO 2.30 PM

3.2 School Office / Reception Hours: 8.15 am – 4.20 pm

The KPS School Office / Reception is open between 8.15 am and 4.20 pm and consequently phone calls and visits outside these hours may incur delays even though staff will be in attendance. An answering service is available to handle calls outside of these hours or when the office is unattended.

3.3 Confidential Student Enrolment Form

On enrolment, parents supply us with confidential information about their child on our CONFIDENTIAL STUDENT ENROLMENT FORM. At the start of each school year we check this information by sending home a printout of the information we hold on each child. Please return this sheet promptly so that we can update our information as necessary.

In addition, parents should notify the school of any change of address, phone number or any of the other relevant information. The safety of your child can depend on this information being accurate in case of an emergency, so please keep it up to date.

3.4 Absences

A written explanation of a child’s absence should be forwarded to the school the day your child returns. If the absence is prolonged it would be appreciated that we are notified as soon as possible. Where possible please use the school app to notify the school when your child is absent.

If any child is absent for two or more days without notification, the Principal, Assistant Principal or office staff will contact the parents. In this way the child’s whereabouts are known as a safety factor and compliance with the laws regarding attendance is assured. Long term or regular unexplained absences can be referred to the Department of Human Services.

IT’S NOT OKAY TO BE AWAY

Our attendance has been improving considerably in and we are very keen to maintain this improvement. Research clearly shows that absences in excess of 12 days can negatively affect the learning of students.
3.5 **Punctuality**

Please help your child to arrive at school on time (before 9.00 am). Late arrivals upset the whole school, can cause embarrassment to your child and vital learning time is missed.

The procedure for late arrivals is set out below:

*Children who arrive late are to be signed in at the Office by their parents or guardians.*

Children who are persistently late may be asked to make up the lost time during lunchtime detentions.

3.6 **School Assemblies**

The school day commences at 9.00 am and on Monday and Friday there is a whole school assembly. On Monday, the assembly focuses on the National Anthem, and the presentation of Student of the Week Awards. Friday’s Assembly focuses on performances and sports celebration, special awards, presentations, Artist of the Week awards and the Citizenship competition. Both assemblies are presented under the direction of the Student Leadership Team. Parents are welcome and encouraged to be present. Massed singing is accompanied by teacher musicians, as well as teacher and student announcements. Special Assemblies are held to celebrate “Special Weeks” or important ceremonies such as Anzac Day.

3.7 **Supervision at School**

The children are supervised by staff from 8.45 am until the last bus leaves at 3.45 pm. It is in your child’s interest not to arrive before 8.30 am and to have been collected at 3.30 p.m. Although teachers are present at school before 8.30 am, they are preparing for the school day and are not available for direct supervision.

3.8 **Early Dismissal of a Child**

A parent wishing to collect their child during school hours is required to sign the IN / OUT BOOK at the School Office / Reception and to send a written note to the class teacher. Office staff will collect the child from class and bring them to the office to meet their parent / guardian.

3.9 **Student Progress and Parent / Teacher / Student Conferences**

Parent / Teacher / Student conferences are held at the end of Semester 1 (Term 2) or start of Semester 2 (Term 3). Comprehensive written reports are issued at the end of Semester 1 and Semester 2. Should you have a problem or a query, you are
encouraged to make an appointment to discuss it with the appropriate teacher. Parents are welcome to arrange individual interviews with teachers during the year. These should be arranged through the School Office / Reception so that classes are not interrupted.

3.10 Information Evenings for Parents

Early in Term 1 a parent / teacher discussion is held to enable the parents & guardians to meet their child’s new teacher and exchange relevant information. At other times we will offer special information evenings or parent programs. We encourage parents to attend these information evenings to learn more about their child’s education. These programs will be advertised in the KPS Press.

3.11 Transfer of Children

Whenever a child moves to another school a transfer note is required. It is helpful if parents inform the school at least one week prior to leaving so that reports, transfer papers, books etc. can be organised without any last minute rush. Library books are to be returned prior to leaving.

3.12 School Closure Days

Each year the school maybe closed on some school days. At present, schools are permitted only 4 days per year. Two of these days are held as Staff Preparation and Professional development before the students commence school while the other 2 days are for the school to choose the purpose of:

- Staff Professional Development
- Curriculum Development and Review
- Report Preparation
- Planning

The program of school closure days is approved by School Council and is announced in the KPS Press.

K.A.R.E. – Out of School Hours Care program operates on most School Closure Days.

3.13 KPS Press

A KPS PRESS (school newsletter) is emailed home each Thursday to keep parents and community members informed about the many activities at K.P.S. Simply email us with your address and we will add you to our mailing list.

Hard copies can be accessed at the office for the families that are not able to access the school newsletter digitally.
3.14 School App

All parents are invited to download our Skoolbag App. This App is used to notify parents of events within the school. The newsletter can be accessed easily here also. The App can be used on Smart phones and ipads.

3.15 Photographs

We celebrate the efforts of our students by mentioning their participation in school events and their achievements in our school newsletter (KPS Press). Occasionally photographs of the students are included. We also use photographs of students in our school publications along with examples of their work. Photographs of students are on our school network. This site is protected and can only be accessed by school students and staff.

We invite local press to many school events and they are expected to comply with school policy requirements on the publication of photographs of students. At present we only use first name and year of the student with the exception of presentation of badges to our Student Leadership team. Parents can give permission to use full names and student photos on public documents and on our website.

On enrolment, parents are asked to sign a form to give permission for their children’s photographs to be used in this manner.

If you have any concerns about how photographs of your child may be used by the school, please let us know.
3.16 School Bank

Bank day is every Tuesday. On enrolment, each child will receive a new account form from the Commonwealth Bank, or you may use existing Commonwealth Account Books. Bank books and money are to be given to class teachers each Tuesday.

3.17 Canteen

Korumburra Primary School is fortunate to have an excellent Canteen. The Canteen is open on Thursday and Friday. The Canteen is run by Manager, Annemarie Clark. A menu is sent out at the start of term, with a price list of foods available for purchase.

Lunch orders brought to school with the money inside specially printed lunch bags are placed in boxes in the classroom, and taken to the Canteen by monitors. Canteen staff appreciate correct money with orders however change is returned to students with their lunch order as required.

- As soon as practical in the morning after classes have commenced, classroom monitors take the lunch-tub containing children’s orders, to the Canteen.
- At Morning Recess, children who have ordered playlunch go to the Canteen and collect it.
- When the bell for Lunch eating rings, classroom monitors collect the lunch-tub from the Canteen and return it to the classroom to distribute the orders.

All lunches and play lunches are ordered in special, printed bags. These are available through the Canteen in packets of 10 for 50c. Children, who lose their lunch orders or can’t find them, are to tell their teacher, who, if informed early enough, can arrange some lunch. Alternatively, children will be given some basic food, and a note sent home asking for the amount to be returned to the Canteen next day. Basic food is only given if children bring late orders at Morning Recess. Children can buy small snacks over the counter at Recess and Lunchtime.

As the Canteen does not operate on credit, if insufficient money is in the lunch bag, the Canteen Manager will change orders to cover money available.

Price changes are published through the KPS Press throughout the year and Menu and Price Lists are published each term and are available on the website: www.korumburraps.vic.edu.au

3.18 Money

Any money that needs to be sent to school for Book Club, Sport, Excursions, Camps etc. should be placed in an envelope (sealed tightly at the edges so that coins do not fall out) with child’s name, Home Group, room number and for what reason the money has been sent ie. Book Club / Camp / Sport etc.

EFTPOS operates from the School Office / Reception and for large cost items, a credit card authorisation form will be added to the payment slip. Bpay is also available.
4 HEALTH AND WELFARE

4.1 Medical

The school has a well equipped Sick Bay attended by staff qualified in First Aid. All children who attend the Sick Bay are issued with a note for the information of parents.

In the unfortunate event of a serious accident or illness, an ambulance will be called. Parents or emergency contacts will be notified, so it is in everyone’s best interests to keep all contact details, including mobile phones numbers, current.

For less serious issues requiring more than First Aid parents and / or emergency contacts will be contacted and the Medical Centre / Hospital advised and appropriate action taken. We will always act in the best interests of your child.

4.2 Illness

If a child is ill, they should not attend school and a note should be forwarded to the class teacher – see absences.

4.3 Medication

Parents are responsible for casual or short term medications, eg. cough mixture, homeopathic medication, antibiotics. If a child needs to be medicated during the school day, a parent or their nominee will need to come to the school to administer the medication.

NO CHILD IS TO SELF MEDICATE AT SCHOOL.

Long term medication for chronic illness or life threatening conditions such as epilepsy, asthma, diabetes and ADHD will be administered at the School Office / Reception by a First Aid trained person nominated by the Principal and recorded each day in the school medical log. This medication must be bought to the School Office / Reception with the child’s name written clearly on the medication having first completed a consent form and medication management plan. A school Asthma Management Plan must be completed for all children who have been diagnosed with asthma and signed by your general practitioner.
4.4 **Head Lice**

Whilst head lice are not a disease, they are highly contagious. The school has a Lice Elimination Policy to deal with outbreaks. You are urged to check your child’s head at least weekly and treat any evidence of this parasite. Lotion is available from the Chemist. **Children with active head lice are not permitted at school.** Parents are advised to keep their child(ren) home while treating them and they should only return when their hair is clear. We ask parents to inform the school if your child has head lice. Confidentiality is assured. On occasions, a school wide inspection will take place in an effort to help reduce the incidence of those annoying outbreaks.

4.5 **Immunisation**

At enrolment, pupils must have an immunisation certificate from the Australian Childhood Immunisation Register. If no certificate is provided whenever Mumps, Measles, Poliomyelitis or Diphtheria is detected at the school, unimmunised children would be excluded. If you have not automatically received a certificate in the mail please call ACIR on 1800 653 809.

4.6 **School Medical Service**

This is a free service available to Prep children and other children can be referred by parents or teachers. A School Nurse tests the children for vision and hearing problems.

4.7 **Infectious Diseases**

When a child is diagnosed as having an infectious disease, children have to be excluded from school according to the following guidelines – (see page 15)
### School Exclusion Table

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Until fully recovered or at least one week after the eruption first appears.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Until discharge from eyes has ceased</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts excluded until investigated by the medical Officer of health, or a health Officer of the Department and shown to be clear of infection.</td>
</tr>
<tr>
<td>Giardiasis (diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A (infectious hepatitis)</td>
<td>Until receipt of a medical certificate of recovery from infection or on subsidence of symptoms.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Until recovered from acute attack</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has commenced, and that sores on exposed surfaces (such as scalp, face, hands or legs) are properly covered with occlusive dressings.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least five days from the appearance of rash, or until receipt of a medical certificate of recovery from infection.</td>
<td>Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts must be excluded until they have received appropriate chemotherapy for at least 48 hours.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pediculosis (Headlice)</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts must be excluded from attending a children’s services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least 14 days after onset of illness, and until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rotavirus (diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least five days after onset of rash.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigellosis (diarrhoea)</td>
<td>Until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal infection including Scarlet Fever</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Until appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of medical certificate from a health Officer of the Department that the child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid and paratyphoid fevers</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded unless the medical Officer of health or a health Officer of the Department considers exclusion to be necessary.</td>
</tr>
</tbody>
</table>
4.8 Guardianship Custody, Access or Court Orders

We must be informed immediately if there are any changes to guardianship, custody and access arrangements related to any child at Korumburra Primary School. It is essential that a copy of any Current Court Orders is filed at K.P.S. Without the Current Orders we cannot act appropriately.

4.9 Disabilities - Children With Special Needs

The Program for Students with Disabilities (PSD) is a major component of the K.P.S. Program. Students are accepted into the program on the basis of defined student needs. Support is given through a Program Support Group and frequently involves additional assistance. We employ a number of Education Support Officers for this purpose. The Assistant Principal co-ordinates the Program for Students with Disabilities.

4.10 Additional Student Support

K.P.S. conducts a number of support programs as well as specific intervention programs for our students which may include small group activities and individual learning support programs. There is also support for the gifted and talented within classes and specific programs. These programs are intended to support children with particular needs and should any of these be appropriate for your child they will be recommended to you by your child’s class teacher or the teacher in charge of the program.

The school also has access to student consultants [Psychologist, Social Worker and Speech Pathologist] to support our students. Access to these consultants is through a referral form, co-ordinated by the class teacher and the Assistant Principal, and is prioritised according to need.

4.11 Out of School Hours Care

Korumburra After School Recreation Environment (K.A.R.E.) provides quality care for Primary School children. The service is offered between 3.30 p.m. and 6.00 p.m. Monday to Friday during school terms. A program is also offered on Pupil Free Days if sufficient numbers of parents require care for their children.

The service provides a safe, warm and caring environment, fosters self esteem, models responsible behaviour and offers children a choice of creative fun, stimulating and diverse activities. K.A.R.E. aims to ensure that individual children’s needs, differences and interests are taken into account in all areas of the program. Children have lots of fun whilst developing existing skills and discovering new ones.

The program is funded for 25 children with 2 educators per afternoon. There is also a K.A.R.E. Service Committee. Parents who are not members of the Committee are welcome to attend committee meetings.
Afternoon Tea is provided after school, and on Pupil Free Days, both morning and afternoon tea are provided.

There is a flat fee of $12.50 for each session or $35.00 for full day care. If you are eligible for childcare assistance then fees are reduced by the subsidy provided by the Commonwealth Government. Families wishing to claim Child Care Benefit should contact the Family Assistance School Office / Reception on 136 150.

Parents intending on using the K.A.R.E. service whether regularly or occasionally must enrol their children. Enrolment Forms are available at the Administration School Office / Reception. Contact School Office / Reception on 5655 1309 for details.

5   STUDENT WELFARE AND WELL BEING

The achievement of a proper working atmosphere in our school depends largely on co-operation and understanding between teachers and parents. Teachers rely on parents to support our high standards of behaviour. Parents can contact the Assistant Principal or Welfare Coordinator for further details. Programs to support student welfare and development include: Chaplaincy (see 6.16), Peer Mediation, You Can Do It or similar social skills programs that aim to build the students’ skills of Organisation, Getting Along, Persistence, Confidence and Resilience; bullying awareness and prevention and student leadership. A Restorative Justice approach is used in resolving issues between students.

5.1 Student Code of Conduct

The School Council believes that Korumburra Primary School should be a happy learning environment which meets the needs of all children. Our Code of Conduct developed within Department of Education and Early Childhood Development (DEECD) guidelines, recognises that all children have both rights and responsibilities.

5.2 Transport

Bus services at Korumburra Primary School are organised by Korumburra Secondary College. If you have any enquiries regarding bus arrangements, please contact Karen Sorrell at the Secondary College on 5655 1566.

5.2.1 Country Buses

This service operates for pupils of the Korumburra Secondary College, but primary children are eligible to travel on these buses if they reside over 4.8 km from this school. Children living closer than this may be able to use the system providing that the relevant bus does not become overcrowded.

Parents wishing to know if their child is eligible to travel on a country bus can find out by contacting the Bus Coordinator, Karen Sorrell at the Korumburra Secondary College.
5.2.2 Waiting for Buses

In the mornings, children can be picked up at the most convenient bus stop. These arrangements are made between the Korumburra Secondary College Bus Co-ordinator and the parents.

After school, the children board the buses at the K.P.S. Bus Interchange area on John Street and are expected to wait in the designated area, to line up in an orderly fashion in bus roll order and are not to enter the bus until one of the two supervising teachers tells them to do so.

During the waiting period (usually up to 15 minutes for the last bus) the children are expected to remain in the designated area and follow the school rules. Any misbehaviour may be recorded and followed up the next day.

If your child has travelled that morning on a country bus but is going home by some other means would you please let the School Office / Reception and bus driver know.

If a child misses the bus the parents will be notified to arrange a pick up – normally at the School Office / Reception. The bus system is organised for the convenience of children and parents. Bus travel should be a happy and safe experience for all, from the youngest child to the driver. To make this so, it is necessary that everyone behaves with care, cooperation and thoughtfulness.

5.2.3 Bus Rolls

Our School Bus Captains mark the bus rolls at night for all bus travellers. If your child/ren is not travelling on the bus, please send a note to the School Office / Reception so that they can be marked as absent.

5.2.4 Excursion Buses

These are arranged by our school and parents are notified about the costs well in advance of the trip.

5.2.5 Behaviour

All children travelling on buses are expected to behave according to the standards set by the school and the bus drivers. The daily buses are unsupervised so, for reasons of safety and courtesy, it is important that children behave well at all times. Continued misbehaviour will result in removal from the buses.
5.3 School Crossings

We have three school crossings around Korumburra Primary School which children are expected to use: Mine Road, Princes Street and Bridge Street. These are supervised between 8.30 am and 9.00 am every morning by lollipop people (traffic supervisors) and in the afternoon from 3.10 p.m. Children using these crossings at these times are to stand and wait until they can be accompanied by the traffic supervisor across the road. There are a few simple rules for the children to obey:

- Two blasts of the supervisor’s whistle means it’s safe to cross.
- One blast of the supervisor’s whistle means STOP immediately.

Drivers are reminded of the legal requirement that when they are at a school crossing they must ensure that the crossing is completely clear before moving off.

5.4 Entry To and Exit of Children from School Grounds

On arrival and departure from school, children may use any of the designated gates, except near Room 11. Children using this gate should be accompanied by an adult.

The Staff Car Park is provided for the use of staff only and other visitors to the school. Please do not use it. The Uniting Church has been kind enough to allow parents and other visitors to K.P.S. to use their Car Park, but please do not use it while there is a church function or funeral in progress.

5.5 Cars – Children being dropped off and collected in Wrench’s Lane

Parents are able to drop off and collect children from the (former bus) bays in Wrench’s Lane. To do this enter from James Street and turn right to travel south. Please note that the old bus bays are the only legal parking spaces in Wrench’s Lane. People have been booked for parking in other areas of the lane.

To enable a smooth flow of traffic, please spend a minimum amount of time in the bay.

5.6 Visitors

All visitors to the site are required to report to the School Office / Reception and those moving out of the Administration area are required to sign in and will be issued with a visitor’s badge. This procedure assists in securing the site against unwanted visitors and provides us with a record of other people on-site in the event of an emergency. If there are issues regarding other students or families, please see the Principal. The school environment must remain safe for all our students, staff and extended school community.
5.7 Playground Care and Supervision

Grounds are supervised by rostered teachers, but because of the school’s physical features, patrolling teachers cannot be in sight of all areas at the one time. Constant endeavour is made to eliminate and reduce problems or hazards. Supervision commences at 8.45 am and rostered teachers supervise before school, at Recess and Lunchtime and again after school - at the Bus Interchange (John Street) until the last bus leaves at approximately 3.45 pm, the pedestrian gate leading to James Street and to the Uniting Church carpark behind Room 11. Children having problems should see any of the teachers on duty or the Peer Mediators. Duty teachers are clearly visible by their fluorescent jackets.

6 CURRICULUM ACTIVITIES

6.1 Strategic Plan

The School Strategic Plan which now replaces the School Charter covers:
- School Profile
- School Goals
- School Priorities
- Strategic Directions

Copies of the Strategic Plan are available from the school School Office / Reception at your request, or can be downloaded from the website: www.korumburrap.vic.edu.au This sets the direction of the school over the next four years; with an Annual Implementation Plan written annually.

6.2 Library - Learning Resource Centre

The Library is centrally located within the heritage red brick building at the front of the school and is co-ordinated by our Library technician, Helen Cripps. It incorporates a mezzanine floor, a computer annexe, teacher workrooms as well as the main Library space. We have an extensive collection of books and resources which support the classroom programs.

Library sessions complement work set in class. We encourage an interest in researching information and a love of reading. We provide our students with access to a wide range of Fiction, Non Fiction and Reference texts. Students are encouraged to be independent users of the Library and are given knowledge and confidence in how libraries function.

- The Library is open for borrowing during the second half of lunch time.
- Parents are invited to borrow any books (including Teacher Reference) of interest to them (Please see Librarian first).
- Restricted books concerning Personal Development are available to Year 5 & 6 students only with written parental consent.
- Ashton Scholastic Book Club: we provide the opportunity to purchase quality books and software at reasonable prices throughout the year.

The Library management and book circulation is managed by a computerised system called Alice which allows all students to search for books electronically.
6.3 **Computers and Information and Communications Technology (ICT)**

There is a computer facility in the Library Annexe comprising 28 computers, a data projector and screen and a colour printer. There are 7 additional computers available in the main library. Students from Prep to Year 3 have access to these computers on a weekly basis.

Each classroom also has a bank of computers connected to the school-wide computer network.

The school has a Netbook program from Year 4 to 6. This is a lease agreement. The average cost of the lease is $75.00 per term. All computers are leased to ensure we have up to date ICT (Information & Computer Technology) equipment.

6.4 **Art**

Korumburra Primary School is fortunate to have a large, well equipped Art Room run, in 2013 by Fiona Simcock and Rachel Warren. Art plays an important part in children’s development as they learn appropriate skills, discover and invent with materials and make decisions in a practical way.

Students are taught drawing and mask making, painting, construction, collage, modelling, printing, threads and textiles and art appreciation. To protect their clothing, it is essential that you provide your child with an old shirt or art smock that is clearly named.

In recent years, we have also held a very professional annual Art Show which involves all the students in the school having their art work displayed. In 2014, this will be coordinated by Rachel Warren.
6.5 **Music Program**

We have developed an extensive sequential Music Program from Year Prep to 6. In 2013, the Music Program will be conducted by Gabby Smith and Jessica Stein. The program includes an understanding of simple music theory, the role that music plays in our society and in other cultures of the world. This is a program which encourages participation and involvement in activities such as choir, dance and drama.

6.6 **Choir**

Ms Gabi Smith conducts our choir. They have performed well in recent Eisteddfods (having won the Wonthaggi & Yarram Eisteddfod many years in a row), and this is a tribute to the voluntary work of the teachers involved and others who have contributed to the ongoing success of our music program. Involvement in the choir is voluntary.

6.7 **Clubs**

We encourage all our students to develop their talents and skills by offering a variety of clubs which extend their experiences. In 2012, these clubs included Badminton, Chess, Scrabble / Lego, Italian, Gardening, Glee, Human Powered Vehicle / Push Cart and various others throughout the year.

6.8 **You Can Do It**

Our school has adopted Program Achieve, known as “You Can Do It”, as a program within our school.

“You Can Do It” is a program aimed at every student, staff member and parent in our school community.

It teaches resilience, encourages everyone to treat others fairly, organise themselves and to live positively and to their full potential.

The program’s main purpose is to provide all children with the foundations for achievement and social / emotional well being in school, work and the world of tomorrow. The program includes the development of skills in Confidence, Organisation, Persistence, Getting Along and Resilience.

6.9 **Bikes & Bike Education Program**

Students in Year 4 take part in a series of practical sessions related to bike riding skills and theory. The program aims to improve the children’s understanding of bike mechanics, their riding skills, and an appreciation of bikes, traffic safety and its regulations. In addition, bike riding is promoted as a healthy pastime and a Bike Hike is included in the program. The sessions take place in the southern end of John Street, which is closed to traffic at these times, on the asphalted quadrangle and on the courts behind the gym. At this age level, children are beginning to develop
peripheral vision – the ability to see the extremes of their fields of vision - and are only now becoming aware of other traffic approaching them from the side or behind.

For this safety reason, children are discouraged from riding bikes or scooters to school until the age of 9 years.

It is the responsibility of parents to make sure that their child’s bike is ROADWORTHY and that the rider wears a helmet at all times, whether riding a bike or a scooter.

A rider must be aware of safety procedures and the road rules.

Bikes are locked in the shelter shed under the heritage brick building during school hours.

6.10 Swimming and Water Safety Program

An intensive up to 5 day swimming program is held each year at the local outdoor swimming pool for students in Years 3 - 6, commencing in Term 1. Students have the opportunity to compete in the House Swimming Sports and may then be chosen to represent K.P.S. at the Interschool Swimming Sports usually held in Term 1.

We also organise a program in the local heated pool in Term 4 for students in the Junior years.

6.11 Physical Education and Sport

Students from Years Prep – 6 participate in a comprehensive Physical Education program which includes dance, fundamental motor skills, PMP (Perceptual Motor Program), ball handling skills, games, athletics, fitness, water safety and swimming. Appropriate dress should be worn on the day your child’s class is timetabled for Physical Education with PE teacher Mrs Shelley Snooks.

Much of the program is conducted in the gymnasium with sessions also held under our quadrangle roof, on the courts behind the Gym as well as the Pony Paddock. For the safety of all students we require them to wear suitable footwear for various activities.

A whole school fitness program titled Action Stations is run for 20 minutes at the start of each morning. The children, who are in mixed year level groups, rotate through a range of activities including power walking, relays, boundary runs, skipping, obstacle course and many more.

6.12 House Competition

Each child is placed in either Blue, Green, Red or Gold House. There is friendly rivalry to be the winning house in our weekly, term and yearly competition.
Our aim is to encourage co-operation and team spirit.

Year 6 students apply for positions as House Captains and are selected following an interview process. It is their responsibility to co-ordinate the House’s efforts in various activities throughout the year.

A t-shirt in your child’s house colour is required for the Athletic Sports and House Cross Country Run. Both these events are held at school, using the Pony Paddock and other nearby areas. In our House Swimming Sports, Athletics Carnival and Cross Country Run, shields are awarded to the team with the best overall performance as well as the team with the greatest percentage of student participation.

### 6.13 School Camping Program

A camping program runs for all classes following the developmental sequence listed below.

- **Prep**  After school fun afternoon
- **Year 1**  Activity evening
- **Year 2**  Sleepover at school
- **Year 3**  1 night, 2 day hostel type catered for camp.
- **Year 4**  2 nights, 3 days hostel type catered for camp.
- **Year 5**  2 nights, 3 days hostel type catered for urban camp.
- **Year 6**  3 nights, 4 days rural environment.

The program concentrates on environmental awareness, initiative training, outdoor education and safety as well as social interaction and is an integral part of the school curriculum.

### 6.14 Excursions

Experiences outside of the school are a valuable way of supporting the curriculum at school and children attend excursions in support of the curriculum according to the policy of the School Council.

For all excursions (other than local excursions - see below) children will require a permission form to be signed by their parent and the appropriate payment to be sent to school a set number of days before the excursion is scheduled.

In the case of local excursions where students are walking to and from local destinations one generic excursion form is signed by parents / guardians at the beginning of the year to cover the child for the whole year. Parents will still be notified of these local excursions with an information note.
6.15 Christian Religious Education (CRE)

Each week volunteers from the various local churches visit the school to teach CRE. Every class receives a half hour lesson using the “Religion in Life” material by the Council for Christian Education in Schools (if CRE volunteers are available).

In “Religion in Life”, students are introduced to the major beliefs, values and literature of the Christian tradition and provided with a basis for looking at the other major religious traditions increasingly represented in our society. Themes are presented through a rich variety of educational methods, using story, illustrations, drama, assignments, music and puzzles etc. to interest and challenge. Colourful children’s books are provided for each age level.

The CRE program is designed to complement other classroom studies and introduces the children to a deeper understanding of their culture and community. CRE helps children in their search for spiritual meaning and considers such issues as friendship, self esteem, identity, conflict resolution, choices and guidelines.

If parents do not wish their child/ren to do CRE, they must fill out the relevant section in the enrolment form or contact the School Office / Reception.

6.16 Chaplaincy

Our school has a School Chaplain, Matt Stear, who works at K.P.S. on Monday and Tuesday each week. He is employed through Access Ministries and also works at other surrounding schools.

The Chaplain’s role is to support students and families with issues that may arise within their family structure. He works very closely with the Assistant Principal (as one of their roles is Student Welfare) and Principal.

The Chaplain also helps with the Junior School Council and assists the Assistant Principal to run these meetings with students.

7 ORGANISATIONS WITHIN THE SCHOOL

7.1 School Council

The School Council is made up of the following elected members: 7 elected parents, 2 co-opted community representatives and 4 DEECD representatives including the Principal. School Council meets monthly, generally on the first Wednesday at 7.30 p.m. An Annual General Meeting is held in March each year, with elected members serving a two-year term with half retiring each year.

The School Council plays a vital role in articulating the needs of the school community and applying the available resources to achieve the school’s objectives.

The School Council has a major role in the development of school policy.
7.2 Parents’ and Friends’

Parents’ and Friends’ Club consists of an interested group of parents and friends of the school community, who meet on the third Monday of each month, in the Staff Room, at approximately 9:15 a.m.

This is an opportunity to discuss issues concerned with the general education of our students, be involved in information sessions on school related topics, be involved in fundraising activities, be involved in recommendations to School Council or just socialise with other parents of children at this school. Pre-school children are welcome. The Principal or Assistant Principal attends each meeting giving a report updating parents on any relevant information and any current issues. This is a good opportunity to discuss issues with the Principal or Assistant Principal.

7.3 Junior School Council

The Junior School Council consists of two elected representatives from each Home Group and the School Captains and Vice Captains. They meet monthly with the Principal or Assistant Principal and School Chaplain to discuss school issues as perceived by the children and recommendations are then made to the Principal, staff and School Council. The Junior School Council fund-raise for the school, Royal Children’s Hospital, State Schools Relief fund and other selected charities. The JSC also sponsors a child from another country through World Vision.

7.4 Volunteers

Parents and other volunteers are encouraged to contribute to the educational programs of Korumburra Primary School. We are proud to have over 130 registered volunteers at K.P.S.

Each year, parents and others who wish to volunteer to support our programs are invited to register. Volunteers are asked to nominate areas in which they want to assist by completing a Volunteer Registration Form.

We maintain that volunteering is one of the most important things you can do for your own child’s education because volunteering to work at school says very clearly to your child that school and education is important. It is wonderful to see so many people around the school supporting our programs and helping give it a community feel.

All volunteers who work with children and take part in Swimming and Camping Programs require a Working With Children Check, which they need to apply for on forms available at the Post Office.

At the end of each year, we celebrate the work of the volunteers and thank them by inviting them to attend a special morning tea put on by the staff.

Please note all volunteers have to be aware that there are strict issues of confidentiality when working in a school.
7.5 LAP - Learning Assistance Program

Korumburra Primary School conducts a Learning Assistance Program (LAP) where trained community volunteers work with students who would benefit from additional support. This has become an excellent program connecting our students with our community. There are many parents in our community who have skills and expertise to offer our students. We are always looking for more volunteers to provide adult leadership and positive mentoring to selected students. Those interested in volunteering must have a current Working with Children check, forms for which are available at the Post Office. If interested in being a volunteer, please contact the School Office.

8 USE OF SCHOOL PREMISES AFTER HOURS

There is no general right of the public at large to be in the school using school facilities outside school hours unless prior approval from the Principal has been given. There are many school resources that can be made available to the community. The use of these can be negotiated with the School Principal.

Due to vandalism, signs have been erected on the school’s perimeter stating NO skateboarding, roller blading, bike riding, slam dunking etc. Any information we obtain about criminal damage is passed on to the Police for action by them. We ask for community support by informing us of any problems in the school grounds after hours. Note that the school is protected by 24 hour electronic security.

9 SCHOOL UNIFORM

9.1 Dress and Appearance Policy

The School Council, together with parents, have developed a school uniform which all children are expected to wear. Uniforms can be purchased through the Office at very reasonable prices.

A school uniform is seen as being eminently functional, aesthetically pleasing and economically sensible. It also supports the development of a whole school culture and a sense of belonging to our school. We would expect the students to wear their uniform with pride. We request that parents stress the positive aspects of school uniforms from the first day of school. If purchasing items through the school, payment is to be received before the items can be delivered. EFTPOS facilities are available at the School Office / Reception as another method of payment.

9.2 Uniform

- Blue checked dress – white collar (any style)
- Navy blue shorts
- Navy pants (no jeans)
- School windcheater
- Royal blue skort
• Pale blue or white polo shirt or skivvy
• Blue or white socks
• Royal blue wide brimmed school hat
  (Remember, a broad brimmed hat must be worn in Terms 1 and 4.)

**Footwear**
• Leather shoes, boots, sports shoes or closed toe sandals, in blue, black, brown or white of a sturdy quality.
• No thongs, party shoes or platform shoes.
• No beach sandals
• Appropriate clothing – All clothing should be free from logos / advertising or inappropriate messages.

**Sports Uniform**
• House coloured t-shirt, shorts and sports shoes.

**Jewellery**
• Earrings - studs or sleepers in ears only due to safety issues.

All students who leave the school grounds on excursions, camps, sports days etc are to be in full school uniform.

**Items available at the office:**

- School windcheater $23.00
- School pale blue or white polo shirts $23.00
- Navy shorts $26.00
- Broad brimmed hat $12.00
- School bag $30.00
- Navy Blue pants - boys $27.00
- Checked dress $40.00
- A Line Winter Pinafore $45.00
- Skort (Royal Blue) $20.00
- Girls bootleg pants (Navy Blue) two styles. $27.00
- Scarf $10.00
- Waterproof jackets $30.00
- Sleeveless vest $18.00

**ALL ITEMS ARE TO BE CLEARLY NAMED**

Unmarked items never find their way back to their owner.

**IN HOT WEATHER**
The school’s dress code stresses that

- Midriffs must be covered
- Shoulders must be covered
- No tank or singlet type tops
- Broad brimmed blue school hats to be worn in Terms 1 and 4.
9.3 Sunsmart Policy

“No hats – no play”: School blue broad brimmed hats or legionnaire style hats must be worn outside at all times during Terms 1 and 4. Sunscreen should be applied. Children without appropriate hats must remain under the covered area outside the Gym or the quadrangle at Recess and Lunchtime. Please note there are no ball games to be played in the area outside the entrance to the Gym. This Sunsmart Policy also applies to Physical Education, Sport and other outdoor activities.

9.4 Lost Property

Children often misplace things and think they have been lost or stolen. Many of these items end up in lost property, all of which goes to the School Office / Reception.

If your child has lost something they should go to the School Office / Reception to look through the lost property. Please don’t go looking amongst other children’s belongings.

Encourage your children to be responsible for their own belongings.

ALL CLOTHING IS TO BE CLEARLY NAMED
Any lost items can then be returned to the rightful owner as soon as possible.

10 HOME READING GUIDE

Home reading plays an important role in the development of a child’s reading. It is a time when children can practise and reinforce reading skills the teacher has been developing in the class. It also assists children to develop fluency and expression. All children are provided with opportunities and guidance to select texts from the school’s extensive home borrowing selection and the library. Parents are asked to ensure that they support the school in maintaining an excellent home reading habit. If your child is not reading regularly at home please contact your child’s class teacher or the Principal / Assistant Principal.

11 USEFUL INFORMATION

We trust that the information provided in this book is useful to you. If you have any suggestions for improvement or for additional information, please contact the School Office / Reception. We hope that you enjoy your association with Korumburra Primary School.
13 How to Install the Skoolbag App

How To Install Skoolbag On Your Smartphone

iPhone Users
Simply search for your school name in the App Store on your phone, PC or Mac, and install.
After the app is installed on your phone, make sure that you select “Ok” to allow push notifications. Also click on “more” then “Setup” and select which categories you would like to receive push notifications for.

Android Users
Simply search for your school name in the Google Play Store on your phone, PC or Mac, and install.
After the app is installed click on “more” then “Setup” and select which categories you would like to receive push notifications for.

Don’t forget to like us on Facebook! Find out more at www.skoolbag.com.au