Vision: The school’s core purpose is to assist our community to develop its children academically, socially, emotionally and physically so as to reveal each individual’s true form.

Values: The school promotes an atmosphere of learning and friendship and provides a safe, inclusive and engaging environment where all are respected and valued.

In meeting the needs of children, we at Buangor Primary School provide our students with the opportunity for development through the provision of a carefully sequenced and balanced curriculum. The whole school community is highly supportive and committed to the future development of the school. Parents are actively involved with the school through school council, assisting when required, helping out with sporting activities, special activity days and working bees. Our school prides itself on being an engaging environment for all!
SCHOOL HOURS

9.00am  School begins
11.00-11.30am  Morning recess
1.00-2.00  Lunch
3.30pm  Dismissal

During first term parents of Foundation students are encouraged to keep their children home every Wednesday. We have found this to be an excellent beginning to school, as it ensures the children don’t become too tired and transition gradually to school life.

ABSENCES

Parents are required by regulation, to inform the school in writing of the reasons for a child’s absence. Please telephone the school if the absence is an extended one. Explanation by the parent/guardian of the child is required within five days of their absence.

2017 TERM DATES

**Term 1**  - 30th Jan (Teachers start)
29th Jan (Students start) – 31st March
**Term 2**  - 18th April – 30th June
**Term 3**  - 17th July – 22th September
**Term 4**  - 9th October – 22nd December

DROP OFF / PICK UP

We ask that students arrive at school between 8:45 and 9:00am. This enables classes to start without interruptions and helps children settle in to productive schoolwork.

As teachers often have meetings and professional development commitments immediately after school, please be punctual in picking your children up at 3:30pm. If delayed please contact the school.

If someone other than yourself or an immediate family member is to collect your child please advise the school.

2017 TERM DATES

**Term 1**  - 30th Jan (Teachers start)
29th Jan (Students start) – 31st March
**Term 2**  - 18th April – 30th June
**Term 3**  - 17th July – 22th September
**Term 4**  - 9th October – 22nd December

SCHOOL FEES

1st Child - $120.00  2nd Child - $100.00
3rd Child - $80.00  4th Child - Free

School fees cover all books, materials and some school activities.

Fees can be paid in full or by instalments.

SCHOOL STAFF

Principal/Teacher  Mr Marcus Murrell
Teachers  Mrs Sally Peacock
           Mrs Katie White
           Mrs Anne-Marie Joyce
Business Manager  Mrs Kate Cain
NEWSLETTER
A school newsletter is sent home each Thursday. It is also posted on our school website.

WEBSITE
Our school website contains up to date information, photographs and some important parent forms. The address is http://www.buangor-ps.vic.edu.au/.

SCHOOL ASSEMBLIES
School Assemblies are led by students and occur every Friday at 3:10pm in the Multipurpose Room. Parents, grandparents and friends are invited to attend.

READERS
All children are asked to read a reader each night to a parent or adult and to bring this back to school every day. Please read the book your child brings home to them first, and then have them read it back. Initially, Prep children may simply ‘recite’ or tell the story from the pictures. This is encouraged as an important first step to reading.

PERMISSION TO LEAVE THE SCHOOL GROUNDS
Children are not permitted to leave the school grounds unless this is specifically requested in writing or in person by a parent or guardian.

Some parents may be in a situation where they have sole custody of their children with the other parent only having access at some specific time arranged by the Family Court. The parent who does not have custody is not entitled, by law, to come to the school to see the child in such circumstances. However, reports of a child’s progress can be made available to an estranged parent on his/her request. The school must be informed of any restraining orders.

LOST PROPERTY
All personal property (clothing, bags, hats etc) should be clearly labelled to ensure ease of identification and return of lost items, a lost property box is used to store unclaimed items. Parents are encouraged to check this regularly.

MONEY AND VALUABLES
Children are not encouraged to bring valuables such as jewellery, electronic games etc to school. Money sent to the school for excursions, school bank etc should be enclosed in an envelope bearing the child’s name, grade and purpose.
MARC VAN

The Mobile Library resources cater for the learning needs of the children. Resources include fiction, non-fiction, picture books, magazines and newspapers. A qualified teacher will deliver engaging lessons in consultation with the classroom teacher.

All classes use the mobile library once a fortnight. Borrowing routines are taught and children are encouraged to borrow regularly.

PHYSICAL EDUCATION

Physical Education provides children with opportunities to be involved in active and participatory physical activities, to sequentially develop physical skills and to assume healthy attitudes and habits. Buangor Primary School has an extensive grounds for sporting and outdoor activities, including an oval and basketball court. We also have access to the local sporting oval, BMX track and walking tracks. Yearly major programs include an extensive swimming program and sporting activities.

THE ARTS

Visual Arts provides the children with opportunities to creatively express themselves through a variety of media with experiences in painting, threads and textiles, modelling, construction, printing and collage.

All children participate in an end of year concert, showcasing drama skills, including acting, singing and dance.

ICT

At Buangor Primary School we are committed to enhancing our students’ education by integrating Information and Communications Technology (ICT) across all learning areas. In addition to classroom desktop computers we have parent funded 1 to 1 iPads. All classrooms have interactive whiteboards, access to Wi-Fi and the internet. We are an eSmart school.

SCIENCE

We currently conduct a Science Program across the school which is delivered by our Science Specialist Teacher. This program is based on Primary Connections and includes lots of practical, “hands on” investigations.

LOTE

A comprehensive LOTE program is provided for students across P-6. Students are provided with the opportunity to speak, write and read French.

WELL BEING

A well-being/values program “Bounce Back” is implemented across the school.

AFTER SCHOOL ACTIVITIES

We aim to offer after school activities throughout the year. Such as, judo, music lessons, athletics training, Auskick and Netta.
EARLY COLLECTION OF CHILDREN FROM SCHOOL

If parents intend collecting children earlier than 3.30pm, we expect that the school will be notified in advance either by telephoning the school or a hand written note. The school will understand an emergency situation.

SCHOOL UNIFORMS

We encourage the wearing of our school uniform each day to school. Our uniform consists of a gold polo shirt, burgundy windcheater or polar fleece jacket and navy shorts, pants or skorts. A blue and white check school dress is also an option. Uniforms can be purchased from the school. Broad brimmed hats are compulsory in terms 1 and 4 as part of our Sunsmart Policy.

PLEASE LABEL ALL ITEMS OF UNIFORM CLEARLY.

PLAY LUNCH AND LUNCH

We are a “No Nuts” school as one of our students is severely allergic. We also don’t allow students to share food. The children usually have “Play lunch” at morning recess. Please ensure that your child knows the difference between play-lunch and lunch. Children may bring cold pies, jaffles etc. for heating in the school’s pie-warmer (please send food wrapped in al-foil and remind you child that they need to place this food in the pie-warmer at the start of morning recess). It is important that your child’s lunch be named to avoid confusion.

BICYCLE RIDERS

To ensure the safety of bicycle riders, we would ask parents to observe the following.

- VIC ROADS recommends that children under 8 do not ride bicycles to school.
- Cyclists are required to wear approved helmets.
- Before children are allowed to ride to school, it is expected they know the appropriate road rules.
- Only bicycles of the appropriate size and in road worthy condition should be ridden to school.

CHILDREN’S HEALTH

Please remember that sick children must be kept at home, whilst sick bay facilities are available for minor upsets at school, the school policy is to contact parents if the illness is protracted, could be of a serious nature or an injury is suffered, so that the child may be taken home.

It is imperative that the school has your daily phone number (or that of a responsible friend or relative). If this information changes, please notify the school immediately.

If medication is to be taken at school, written instructions must be handed to the teacher. If your child suffers from asthma, the school requires an updated asthma plan and it is recommended that an inhaler be kept at school.
JUNIOR SCHOOL COUNCIL

The Buangor Primary School Junior School Council provides children with the opportunity to be active participants in the decision making process of the school. It also encourages the children to develop their leadership skills and to learn to accept responsibility. The Junior School Council provides an excellent opportunity for the children to have a positive role in many aspects of their education and the school environment.

The Junior School Council consists of representatives from the whole school and is largely operated and administered by the children.

Teachers assist the children with any queries or problems which arise and encourage the children to develop their own independence.

EXCURSIONS AND CAMPS

Buangor Primary School is an active member of the Ararat small schools cluster and combines for different events such as school camps, sports and group days. Camps and excursions provide practical experiences as an extension or reinforcement of classroom activities. They relate closely to the school curriculum and provide meaningful learning situations. Social skills, leadership, respect for the environment and enjoyment is the aims of these activities.

All excursions are well supervised by teachers, integration aides (where necessary) and parents acting as assistants. Parents require a working with children check.

All costs related to Camps & Excursions are borne by the parents. In exceptional circumstances some financial assistance is available.
SCHOOL COUNCIL

The School Council is a representative body with a membership reflecting the important relationship between student, teacher and the school community. In our caring school community it is valued as a guiding and supporting body responsible for the global operation of the school.

The Buangor Primary School Council currently comprises six parents and 2 DSE employees. Council members are elected for a two year term, with half the positions becoming vacant each year, thereby creating a continuity of membership. The Annual Meeting of the Council is held in March, following the calling for nominations and the filling of all vacant positions. If the number of nominations exceeds the number of vacancies, an election is held.

MAIN RESPONSIBILITIES OF THE COUNCIL

- Be responsible for drawing up the School Strategic Plan and represent the school in reaching agreement with the DEECD.
- Set policy.
- Approve and monitor budgets and strategic plans.
- Select the Principal.
- Supervise the management and maintenance of buildings and grounds.
- Organise fundraising for the school in order to upgrade and maintain school facilities.
- Report annually to the minister and the community.
- Promote parents and community participation and interest in the school.

Parents & members of the wider community are most welcome to contact any member of the council to discuss any matters of concern or interest of a council nature. Concerns relating to staff or students should be directed to the Principal. Council must meet at least 8 times per year. Members of the wider community are welcome and encouraged to attend as observers.

COMMUNICATION AND REPORTING

Avenues of effective formal and informal communications exist to provide opportunities for teachers and parents to establish a friendly, supportive and cooperative working relationship.

Written Reports – These will be issued to parents in June and December. The report will cover both the academic and social development of your child. Any matter of concern arising from these reports should be discussed with the class teacher or Principal.
ANAPHYLAXIS

The school currently has an enrolment of a child that is at risk of Anaphylaxis. This is caused by a severe allergy to nuts and nut products so the school is a NUT FREE environment. See Appendix for more information.

IMMUNISATION CERTIFICATE

All children enrolling in Primary School are required to have presented an “Immunisation Certificate” before commencing school. Parents of children starting in the Foundation year must obtain an immunisation certificate from their local Council Health Department or Medicare Office.

INFECTIOUS DISEASES

Children suffering from infectious diseases shall be excluded for the periods described in the following table:-

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>German Measles</td>
<td>Until fully recovered at least seven days from the onset of the rash.</td>
</tr>
<tr>
<td>Measles</td>
<td>At least seven days.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Medical Certificate or four weeks.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>To be excluded until treated.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Medical Certificate.</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Medical Certificate.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>To be excluded until treated.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Excluded until treated. All sores must be covered.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Medical Certificate.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Medical Certificate. Two negative swabs.</td>
</tr>
</tbody>
</table>

The school may be contacted for further information including infectious diseases not shown in this table.

The school medical services checks all children in Foundation and parents are notified of any concerns resulting from these checks.
STUDENT CODE OF CONDUCT

A Student Code of Conduct is devised at the beginning of each year by students and teachers. Parents are made aware of the Code of Conduct at the beginning of each year.

This Student Code of Conduct supports the provision of such an environment and is based upon the belief that children attending Buangor Primary School should have the right to:

- Work and play without harassment or interference.
- Work and play is a safe environment.

Accordingly, students at Buangor Primary School are expected to:

- Be polite, courteous and well mannered in their dealings with others.
- Observe school rules.
- Respect their teachers and fellow students.
- Exhibit pride in their school.

In order to encourage these behaviours this school will:

- Ensure that all children and parents are aware of school rules.
- Provide appropriate role models to students.
- Provide positive acknowledgment of appropriate behaviour.
- Use strategies which promote co-operation and sharing.
ANAPHYLAXIS

Risk Factors that may be associated with School.

Allowing children to bring concentrated nut pastes and spreads to school. Examples include: Peanut Butter, Nutella, Dunk A Roo, Pesto.

Snack foods containing nuts. Examples include: Nut Bars, Trail Mix, Chocolate Bars with Nuts as an ingredient.

Allowing swapping or sharing food, food utensils and containers.

Selling products containing nuts as an ingredient at school canteen and school bake sales.

Using foods containing nuts in crafts and cooking at school.

Bringing packaging for art supply that may have contained nuts. Examples include: Cereal and biscuit packaging and peanut butter jars.

Nut ingredients in foods made by parents for special occasions like birthday cakes, picnic foods for sports days, snack foods when eating unsupervised on camps and excursions.

Cooking on a public BBQ that someone else may have had satay kebabs or marinated meats or pesto is an issue. The use of a BBQ sheet would eliminate this issue. This problem may arise when on a school excursion and a public BBQ is utilised.

PRACTICAL MANAGEMENT IDEAS

Elimination of foods that contain nuts as an ingredient.

Ask parents and students to become aware, and if for example, if they may have had peanut butter toast or crunchie nut corn flakes for a breakfast food they should wash hands after breakfast. Parents shouldn’t feed peanut butter on toast in the car on the way to school for example. Or a Nut Bar as a quick breakfast food on the way to school in the car (as they are often advertised in this way – as a quick on the go breakfast).

Packaging and food that have the statement “may contain traces of nuts” can be provided to other students in a normal lunch situation without any problem.