



Parent Information

Updated November 2020



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INFORMATION FOR PARENTS

Introduction

Welcome to Kalianna School. We hope your association with the school is a rich and rewarding time for your family. Our Kalianna School's vision of Unite and Inspire and school values of Positive, Inclusive, Creative provide the benchmark for all other actions as a school community.

Through this vision and these values we aim to provide a welcoming community which values learning. Through shared responsibility we develop a caring environment in which we nurture confident, creative and resilient individuals who aspire to be the best they can be.

Kalianna School is a school where the social, emotional, educational and physical needs including sensory and personal care needs of all students are of the utmost importance. Our school encourages respect for diversity in ability as well as cultural, racial, ethnic and social backgrounds and is based on the notion that we will continually work towards providing for the needs of all students in our community.

Our purpose is to inspire children to achieve their full potential by developing:

- A culture of learning based on positive relationships between students, staff, parents and the wider community
- A core of knowledge of academic and social competencies based on our key values of positive, inclusive and creative behaviours
- Responsibility for being self-motivated lifelong learners
- A challenging curriculum appropriate to the needs of all students
- A positive, caring, stimulating and happy learning environment, which fosters high standards of achievement and behaviour
- High expectations for all students to achieve their personal best socially, academically, physically and emotionally

Kalianna School believes that all school community members have a valued part to play in formalising the expectations and values of the school. The welfare of students, staff and parents is an underlying consideration in everything that is done. Our school believes that people are the most important resource and that all have something to offer.

Our school is committed to effective communication with all members of the school community and taking a proactive role to ensure that people have their say. Consultative processes have been adopted, including a staff Consultative Committee



and regular invitations for parent feedback and input, which enable all concerned to be involved. Whole school planning is practiced and can include people from outside the immediate school community.

School Organisation

Kalianna School is a special school of approximately 250 students aged between 5 to 18 years of age.

The school is currently organised into three Learning Centres: Learning Centre for Primary, Learning Centre for Senior Years and Learning Centre for Student Engagement.

The Victorian Curriculum is the basis of all academic programs for students aged between 5 - 16. The students aged 16 - 18 years of age work towards gaining some Victorian Certificate of Applied Learning (VCAL) modules. The students in this age bracket who are not able to work towards VCAL modules will continue working within the Victorian Curriculum with a strong emphasis on independence skills.

School Times

8.50am – 9.00am	Homeroom
9.00am – 11.30am	Session 1
11.30am to 12.00pm	Lunch
12.00pm to 1.30pm	Session 2
1.30pm to 2.00pm	Recess
2.00pm to 3.00pm	Session 3
3.00pm	Bus Assembly and dismissal from school

Specialist Classes

9.00am – 10.40am	Session 1
10.40am – 12.50pm	Session 2
12.50pm – 3.00pm	Session 3



School Office

The school office operates from 8.30am until 4.30pm. The staff can answer general enquiries, process payments for fees, excursions and appointments can be made through the office.

Please notify the office on 5442 1311 or via the office dojo if your child will not be on the bus.

Times for Prep Aged Students

During the first term, Prep aged students will not attend school on Wednesdays.

Term Dates 2021

Teachers resume on 27th of January. Students resume on 28th of January.

Term 1	27 th January (teachers start) to 1st April
Term 2	19th April to 25th June
Term 3	12th July to 17th September
Term 4	4th October to 17th December

Holiday Dismissal Times

Students are dismissed at 2.00pm on the last day of each term. These times will be identified on the school website and on Facebook and Class Dojo closer to the holiday dates as a reminder to parents and caregivers.

Leadership Staff

Principal	Peter Bush
Assistant Principal/PBS Leader	Lara Pearce
Business Manager	Leonie Pearce
Learning Centre for Primary years	Dehne Anstee
Learning Centre for Middle Years	Britt Holmberg
Learning Centre for Senior Years	Brendan Herbert



Attendance / Student Absences

- Regular attendance at school is vital for your child's ongoing progress and development
- Please phone the office on 5442 1311 if your child will be absent for any reason
- Students who arrive at school after the bell should report to the office before going to their classroom
- Supervision of students begins at 8:30 a.m.

Assembly

Assembly is held in the Multipurpose Room on Friday mornings at 9am. Parents are welcome. During COVID-19, assembly will be live streamed on our Facebook page.

Student Representative Council

The Kalianna School Student Representative Council is made up of students from across the three learning centers. Students are voted for and selected by their peers after preparing and giving a presentation to their learning centres based on the school values. The SRC is headed by Samuel Kellow and includes two School Captains, Vice Captains and representatives from all learning centres. These students conduct regular monthly meetings and have input into the school's decision making process (as outlined in Appendix A of this booklet).

Student Wellbeing and Engagement

Kalianna School believes in a whole school approach to student welfare and engagement and we are committed to the ongoing development of our learning culture in this area. We strive to continually improve student engagement and wellbeing with an emphasis on developing self-esteem, empowerment, independence, confidence and student safety. The Kalianna School community is committed to the development of positive relationships throughout our community which includes students, staff, parents and the wider community. We believe our vision, Unite and Inspire and our three values of Positive, Inclusive, Creative together with our Expected Behaviour and Discipline / Referral Matrix (see Appendix B and C respectively) provide clear expectations for staff, students and other community members. We actively teach resilience, organisation, persistence, confidence and getting along to ensure happiness and success for all. We ensure that everyone feels safe and is safe within our school.



A reward system operates to encourage and recognise positive behaviours and efforts based on our expected behavior matrix (see Appendix A). Awards are presented at whole school or Learning Centre assemblies including students of the week.

Communication

You are welcome to give short messages to the class teacher before or after school. Teachers are unable to speak to you or take phone calls during class time. Parents are invited to download the Class Dojo app to their phone to allow for easy and efficient two-way communication between home and school for all students. Alternatively, parents and caregivers can elect to be contacted by email, SMS or a phone call if they would prefer that method of communication. If a matter needs face-to-face discussion, please make an appointment either directly with the teacher or through the school office. If you wish to discuss a matter with the Learning Centre Leader, Assistant Principal or Principal, please make an appointment at the school office.

Complaints or Concerns Process

At Kalianna School, we understand that from time to time, parents and care-givers will have concerns or even a complaint that they would like addressed. In these instances, parents have several options with whom to raise their concerns and these are outlined in the flowchart attached as Appendix D to this booklet.

Reporting to Parents

Reporting to parents at Kalianna School includes mid-year and end of year student reports, student-led conferences (parent / teacher interviews) informal discussions, information evenings, performances, class letters, phone calls, SMS's. Student Support Group Meetings (SSG Meetings) are held at the beginning of the year to agree upon goals for your child's Individual Education Plan. They are then reviewed in the middle of the year or by request at any other time. The term one meeting is held early in the term and it is an opportunity for parents to share information about their child. The mid-year meeting is to review the child's progress and the goals set at the start of the year. At this meeting, parents receive a written report for Semester 1.

SSG Meetings are also held at the end of the year to review the child's progress during Semester 2 and issue an end of year written report to parents.

SSG Meetings can be arranged at any other time as required, by notifying either the classroom teacher or Learning Centre Leader.



Parent Responsibilities and Rights

The Kalianna School community recognises the important role parents play in the education of their children and that education is a partnership between students, parents and teachers. In recognising that regular communication between home and school is vital we have established systems to ensure that channels of communication are open at all times. Systems include

- Provide opportunities for parents/carers to meet staff
- Allow for meetings/phone calls with teachers, at mutually agreed times
- Comprehensive and timely information sent through ClassDojo and Kalianna's facebook and instagram page

Facebook, Website, Class Dojo and Instagram

The school website is www.kalianna.vic.edu.au and is kept up to date with important dates, school policies and matters of interest.

Please also 'like' us on Facebook (Kalianna School) and follow us on Instagram (kalianna_school_bendigo) so you can see everything that is happening at school and you won't miss important updates and events.

We also use an app called 'Class Dojo'. This is something our teachers and ES staff use in the classrooms to give you a 'real time' update of what is happening in the room. Teachers can send photos of what the students are up to and can also communicate 1 to 1 with parents/carers about their children.



School Expectations of Parents/Carers

Kalianna School has an expectation that the parents and carer community will

- Support the school in its implementation of the Annual Implementation Plan and Strategic Plan – copies are available from the office.
- Take an interest in the education of their child/children.
- Communicate to the school important issues and concerns that may affect the development and/or safety of their child/children, for example; medical, custody issues.
- Attend meetings arranged by the school.
- Make every effort to ensure that their child attends school on a regular basis and is on time.
- Attend parent/teacher interviews.
- Support the Expected Behaviour Matrix and Discipline/ Referral Matrix

Speech Therapy, Wellbeing Counsellor and Social Worker

These specialists are available to work with your child at our school. These specialists operate on a referral system where all referrals are assessed and sessions allocated based on a priority of need basis.

If you think your child needs to be referred to one of these staff members, please contact your child's teacher or Learning Centre Leader.

Prior to any student being seen by one of these professionals, a permission form needs to be filled out which can be found in the enrolment pack.

Personal Items

The Department of Education and Training (DET) does not hold insurance for personal property brought to school. Therefore payment will not be made for any loss or damage to such property. We therefore advise students that they do not bring anything of value or that is precious to them to school.



“The Caf”

Our cafeteria, (“ The Caf”) operates every day. Students can order lunch and/or buy food, drinks and snacks during both lunch and recess time.

For easy access there is a Qkr App. With Qkr you can order and pay for your child’s lunches, reducing the need to bring cash to school.

- Step 1. Download Qkr
- Step 2. Register
- Step 3. Find our school
- Step 4. Register your children

“The Caf” is also generally open to parents and care-givers for coffee, tea and hot chocolate with daily specials, however due to COVID we unfortunately cannot have parents into ‘The Caf’ at this time.

Homework

It is expected that all students practice their reading each night. In addition, at times and where appropriate, teachers may set some other simple tasks for students to complete at home.

School Uniform

All students show pride in their school by wearing the school uniform. **This uniform is compulsory** and must be worn every day. We are proud to be a SunSmart School therefore **between 30th September and 1st May, a broad brim hat is also compulsory**. If a student is not in uniform a phone call will be made to parents and an old uniform t-shirt will be given to the student to wear for the day. Students can also wear either runners or black school shoes to school but **shoes must have enclosed toes**.

Please label all items of uniform clearly so as to avoid lost and misplaced clothes.

Kalianna School polo t-shirts and jumpers can be purchased by calling Janine at AdInfinitem Promotions on:
0438 428 586

Uniforms can be ordered over the phone and collected from the school.



There will be uniform at the school to try on before ordering, if you need.

SunSmart

We are proud to teach our students to care for and protect the skin from sun damage. We are a SunSmart school and **therefore between 30th September and 1st May**, all students must wear a school uniform hat and sunscreen when they are outside for any reason.

State Schools' Relief

State Schools' Relief is a not-for-profit Victorian charity that provides government school students with financial assistance for uniform and footwear. State Schools' Relief requests are treated sympathetically and in confidence. Assistance is in the form of clothing or footwear sent from our own supply and delivered to your school free of charge or by authorisation to purchase from your school shop or supplier on a co-payment basis.

Any student who is attending a Victorian Government School is eligible for State Schools' Relief support. Schools can send an application to State Schools' Relief when they believe that there is a need to support a student whose family is facing difficulty in providing the appropriate uniform and footwear for school.

Situations include, but are not limited to:

- Health issues resulting in serious financial difficulties
- House Fires where school clothing is lost
- Independent living/ Homelessness
- Natural Disasters
- Serious financial difficulty

Please see the office if you wish to apply for State Schools Relief for a uniform for your child.

Emergency Information - Phone Numbers

Should your business, home, mobile or emergency telephone number change at any time, it is **ESSENTIAL** that you inform the school immediately.



Sick Bay

The sick bay provides for minor illnesses / upsets at school. However, please remember that sick children should be kept home. The school's policy is to contact the parents if the illness is of a more serious nature, so that the child can be taken home. It is imperative that the school has your daily telephone number or that of a responsible family member/friend. **If your contact information changes, please notify the school immediately to update it.**

It is school procedure to call parents when a child is ill. If there is any degree of doubt the school will call an ambulance in the case of accident or serious illness.

Medication

If medication needs to be taken during school hours, including paracetamol, it is to be sent to school in its original packaging that has the printed sticker from the pharmacist that states your child's name and the dosage required. Alternatively, the medication can be in a blister pack that again has your child's name on it.

The medication must be given to your child's teacher and a permission slip filled in for staff to administer the medication at school. This will then be locked in the school's medicine cupboard and issued at the appropriate time. **If this information changes please ensure you notify the school in writing immediately.**

Asthma, Diabetes, Anaphylaxis and Epilepsy Management Plans

If your child has any of the above mentioned **conditions a current management plan completed by the family doctor** MUST be returned to school, where we will keep it on file and in relevant places in the event we need to enact it. These forms can be obtained from the school.

We are an **Asthma Friendly School**. If your child suffers from asthma it is recommended that an inhaler with a spacer be kept with the child at all times. However, an inhaler and spacer are available at school for any child requiring it.



Anaphylaxis

A list is kept in the sick bay and school office to alert staff of any precautions that must be taken in care of particular children e.g. allergies. **If your child needs to be on this list, please notify the school.**

If your child suffers from Anaphylaxis a **current action plan completed by the doctor and an EpiPen must be provided** to the school. These will be kept in close proximity to the child at all times.

Infectious Diseases - Minimum Period of Exclusion from School

The following table indicates the minimum period of exclusion from schools required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedules 6.

In this Schedule “**medical certificate**” means a certificate of a registered medical practitioner. Minimum Period of Exclusion from Primary Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009).

Infectious Diseases Table

Extract of Schedule 7 – Minimum period of exclusion from primary schools, education and care services premises and children’s services centres for infectious diseases cases and contacts

Highlighted sections indicate changes.

<u>Conditions</u>	<u>Exclusion of cases</u>	<u>Exclusion of Contacts</u>
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
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness[1]	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
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
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded

Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
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
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (<i>cold sores</i>)	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
Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded

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
Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded
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
Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded

Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing <i>Escherichia coli</i> (STEC or VTEC)	Exclude if required by the Chief Health officer and only for the period specified by the Chief Health Officer	Not excluded
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
Tuberculosis (excluding latent tuberculosis)[2]	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
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

Please note that any advice contained in this publication is for general guidance only. The Department of Health and Human services does not accept any liability for any loss or damage suffered as a result of reliance on the advice contained in this publication. Nothing in this publication should replace seeking appropriate legal advice.

Available at:

www2.health.vic.gov.au/about/legislation/public-health-and-wellbeing-act/regulation-review



[1] 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.

[2] This means that exclusion of cases and contacts is not necessary for latent tuberculosis.

3] This means that exclusion of contacts is not necessary for latent tuberculosis.

COVID-19

The latest advice from the Victoria State Government - Education and Training on Covid 19 may be found here:

<https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx><https://www.education.vic.gov.au/school/Pages/coronavirus-advice-schools.aspx>

School Council

The School Council meets monthly at the school. The School Council is the legally responsible body of the school and responsible for the management of the school, including finance, buildings, grounds and equipment. It oversees the decision making process within the school, which is detailed in the flowchart attached as Appendix A to this booklet.

Our School Council has three elected parent members and we can have up to two co-opted members, two elected Department of Education and Early Childhood Development employee members and the School Principal. The School Council reports to parents through a formal written annual report and an annual meeting.

School Council elections are held in the first term every year and the current President of the School Council is Rebecca Rogers

Disability Carer's Allowance

The Disability Carers Allowance may be payable to parents or guardians having custody/care and control of a child under the age of sixteen (16) years old. Further information can be obtained from your nearest Centrelink Office.



Pensioner Education Supplement

Pensioner Education Supplement is paid to students in addition to their support pension to help meet essential education costs while studying an approved course at an approved education institution. Parents should advise their child to direct their funds to cover their essential education costs.

Essential Learning Items (School Fees)

There is a need for families to contribute to some of the essential educational materials and services that your child / children will use at school.

Materials and services for the Primary, Senior and Student Engagement cohorts include:

- Text books
- Student stationery (e.g. pens, pencils, exercise books)
- Activities where the student consumes or takes possession of the finalised article, for example, homecrafts.
- Some programs provided by outside specialists
- Excursions (e.g. bus levy, entrance fees)
- ICT Consumables(e.g. paper, ink, replacement of 1:1 IT device, maintenance)

The VCAL program also includes expenses for

- Work experience
- Course registration fees
- Training fees
- 1:1 IT device

As such, the following table constitutes the 2021 Kalianna School Contribution Charge:

Learning Centre	Contributions 2021
Primary and Middle Years	\$300.00
Senior/VCAL Years	\$300.00



The school offers a range of payment options for the school parent payment including direct debit, monthly instalments, centrepay, Eftpos and BPay.

Please contact the school if there are difficulties paying the contribution charges. We understand the differing circumstances of individual students and families. Alternative payment arrangements can be investigated for those who do not have an immediate capacity to contribute.

Camps, Sports and Excursions Fund (CSEF)

These payments are made to the school for parents/carers' use towards their children's school camps, sports and excursions. This needs to be applied for at the start of every year and is open until the end of Term 2.

Payment amount for primary children is \$125 per year

Payment amount for secondary children is \$225 per year.

For more information, visit

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

or

Call the school on 5442 1311 for more information or come in to collect an application form if your eldest child has not brought one home.

CSEF Eligibility

To be eligible for this payment you must–

1. Must hold a Veterans Affairs Gold Card, Centrelink Health Care Card or Pension Card
2. Be a temporary foster parent
3. Submit an application to the school by the due date (last day of term 2)

Bushfire Information / Code Red Days

Our school has been identified as being in a High Risk area for bushfires. As such the school will be directed to close on Code Red Days. Code Red Days will usually be declared by 12 pm the day before and once a Code Red day has been declared, it will not be changed so as to alleviate any confusion. Please organise alternative arrangements for your child on Code Red Days as the school will be closed.



More information can be found regarding Code Red Days on the DE ECD website address at: www.education.vic.gov.au/bushfires or by calling the Bushfire Information Hotline 1800 059 866

Camps and Excursions

School camps are a traditional activity at Kalianna School and are regarded as an integral part of the school program. From prep to VCAL, students will experience a variety of camps and excursions including beach, city and urban locations. The camps and excursions program enables the children to get to know their teachers and classmates in a less formal way and further develop their social and independent living skills. Camps are regarded as learning situations and Kalianna School is fortunate to have four school buses (22 seats and 12 seats) and an 8 seater car that enables us to keep the cost of each camp as low as possible.

Kalianna School Buses

A 22 seater bus, 3 x 12 seater buses and an 8 seater car are owned by the school and are kept on site. They are used to transport small groups of children on excursions and camps.

Swimming Program

Bi-annual swimming programs are organised throughout the year by different Learning Centres and/or classes. Students who are diagnosed with epilepsy are **required to have a current medical certificate from their doctor** stating that they are able to participate in the swimming program. This must be updated each year. Students with epilepsy will have 1:1 supervision whilst the student is in the pool.

Swimming is regarded as a strenuous activity and asthmatic students may require medication before and during a swimming lesson. The parents of an asthmatic student will be asked to provide written consent to their child's participation in the swimming activity

Transport of Children to and from School

Students are transported to and from school by contract buses provided by the **Department of Education Training (DET)**. It is the responsibility of each bus company to provide a supervisor on each bus. All parents will be given an information sheet about the bus route and pick up and drop off times pertaining to their child. **School**



buses depart between 3pm - 3.15 pm in the afternoon, however the last day of term, buses depart the school at 2pm - 2.15pm.

Conveyance Allowance

Students attending a special school can apply to the Department for conveyance allowance where their travel is more than 4.8 km by the shortest practicable route to the free school bus. Please contact the business manager for more information.

General Expectations for Bus Travel

Children alight and board transport under supervision of teachers each day. If there is a change in travel arrangements for a child, parents/carers, must notify the bus company and school

of any change to their child's regular transport arrangements, e.g. illness.

Please be aware that if no note or telephone call about any changes is made, your child will go home on their usual bus. If buses are late please contact the transport company concerned rather than the school. **It is the responsibility of parents/carers to supervise their child and be at the bus stop each time.**

Bus Companies	Mobile Phone Number
Redesdale/Strathfieldsaye	0427 287 843
Spring Gully	0428 159 660
Huntly	0428 261 802
Wedderburn	0437 108 408
Kyneton	0428 236 271
Heathcote	0429 177 732
Serpentine	0427 380 040
Castlemaine	0409 421 500
Lockwood	0428 271 824

Please notify the office on 5442 1311 if your child will not be on the bus.



Transport Discipline Policy

When the behaviour of a student is such that the health and safety of other passengers on that bus are at risk the following procedures will apply:

- Parents will be immediately notified in via a phone call or in writing
- A repeat of such behaviour will necessitate the Principal/Assistant Principal notifying parents of their child's suspension from bus travel and the period of suspension.
- At completion of the suspension period, the student will automatically resume travel on the DET provided transport.
- A further occurrence of this behaviour will necessitate a meeting being convened with the Principal / Assistant Principal, Bus Company and parents / guardians.
- All parties will be informed as to the reasons for the action.
- The student will be suspended from travel for an indefinite period.
- Before the student re-commences bus travel, parents / guardians must be reasonably sure that there will be no further incidents that may endanger the health and safety of everyone on the bus that may lead to indefinite suspension.



Appendix B: Discipline/Referral Matrix

Discipline/Referral Levels



Tier 1		Tier 2		Tier 3		Tier 4	
<ul style="list-style-type: none">● Off-task behaviour● Disruptive● Breaking playground rules● Leaving class without permission● Indirect, inappropriate language/gestures		<ul style="list-style-type: none">● Name calling● Task refusal● Direct, inappropriate language/gestures● Play fighting- with contact● Poor attendance		<ul style="list-style-type: none">● Fighting/physical aggression● Harassment/bullying● Direct property destruction/misuse● cyberbullying● Taking pictures/video without consent or knowledge● Absconding● Direct verbal abuse		<ul style="list-style-type: none">● Drug use/possession● Weapon use/possession● Arson● Bomb threat● Extreme property damage/vandalism● Assault● Sexual assault● Theft	
Who Responds?	Tier 1	Tier 2	Tier 3	Tier 4			
	Staff member who is present addresses the behaviour	Staff member who is present addresses the behaviour	Staff member who is present addresses the behaviour Leadership called if required	Leadership called for assistance and leadership address the behaviour			
	NOT RECORDED	Recorded on Sentral by the staff member/s present	Staff member/s present at the antecedent record incident on Sentral and leadership will complete follow up notes as required				
			Police and/or ambulance called as needed by leadership or administration staff Emergency management called where required by leadership or administration staff				
Who records the incident on Sentral?							
Who writes the follow up comments?	The consequence or follow up action to the Behaviour Of Concern (BOC), must be recorded in the follow up section by the staff members/s present for all levels. Leadership will record the consequence or follow up action, to the BOC, as necessary or if they implement a consequence or action to the BOC.						





Parent Payment Policy

Produced in consultation
with the school community

Pending Ratification by School Council - August 2020

Principal: Peter Bush
School Council President: Rebecca Rogers



Parent Payment Charges

Kalianna School Council will annually review parent payments requested to ensure they are in line with Department of Education and Training guidelines. Charges will be clearly itemised, costed and categorised as Essential Student Learning, Optional Items or Voluntary Financial Contributions.

Parent contribution requests will be made in line with the principles of Educational value; Access, Equity and Inclusion; Affordability; Engagement and Support; Respect and Confidentiality; Transparency and Accountability.

Parent contributions will be requested to assist the school in providing an enhanced teaching and learning program for every student.

Each year, the Kalianna School Council will set a parent payment, which will be derived from the DET guidelines on parent payments as outlined below.

DET guidelines on parent payments

To ensure that parent payment practices are consistent, transparent and ensure that all children have access to the standard curriculum.

Rationale

The Victorian community shares a vision to build an education system that champions excellence and ensures that every child and young person has access to the opportunities to succeed in life, regardless of their background or circumstances.

Schools are best placed to make local decisions which ensure that all students can access a broad range of learning opportunities that support their expectations and promote their aspirations as they move through the education system. Parent contribution, in all forms, assists schools to provide an enriched learning and teaching program for every student and is highly valued by school communities.

Learning and teaching programs vary across schools based on local needs and circumstances and reflect each school's priorities, decisions and resources. This, in turn, informs the parent payment charges approved by school councils that may vary from one school to the next.

What can schools charge for?

The Education and Training Reform Act 2006 provides for instruction in the standard curriculum program to be free to all students in government schools. School councils are responsible for developing and



approving school-level parent payment charges and can request payments from parents¹ under three categories only- Essential Student Learning Items, Optional Items and Voluntary Financial Contributions.

Essential Student Learning Items are those items, activities or services that are essential to support student learning of the standard curriculum. These are items that the school considers essential for all students and which students take possession of. Parents may choose to provide the items themselves or buy the items from the school where practical and appropriate.

Optional Items are those items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

Voluntary Financial Contributions

Parents can be invited to make a donation to the school for a general or specific purpose, e.g. school grounds projects, library fund or for new equipment. Only some Voluntary Financial Contributions are tax-deductible.

The attached diagram "**Understanding Parent Payment Categories**" provides examples of items and materials under each category.

In implementing this policy, schools must adhere to the following principles:

Principles

- **Educational value:** Student learning, aspirations and wellbeing are paramount when schools determine their parent payments practices
- **Access, equity and inclusion:** All students have access to the standard curriculum program and participation of all students to the full school program is facilitated
- **Affordability:** Cost to parents is kept to a minimum and is affordable for most families at the school
- **Engagement and Support:** Early identification and engagement strategies by the school ensure parents are well informed of the payment options and supports available for those experiencing hardship
- **Respect and Confidentiality:** Parents and students experiencing hardship are treated with respect, dignity, sensitivity and without judgement and the identity and personal information of all parents and students are kept confidential in respect to parent payments
- **Transparency and Accountability:** School parent payment practices are well communicated, clear and transparent and their impact on student programs and families are reviewed by school councils

¹ Parent' in the policy has the same meaning as in the *Education and Training Reform Act 2006*, which is: 'parent', in relation to a child, includes a guardian and every person who has parental responsibility for the child including parental responsibility under the *Family Law Act 1975* of the Commonwealth and any person with whom a child normally or regularly resides.



Cost and support to parents

When school councils consider the proposed requests for parent payments the cost is kept to a minimum and is affordable to most parents at the school.

School principals must ensure that:

- items students consume or take possession of are accurately costed
- payment requests are broadly itemised within the appropriate category
- parents are advised that they have the option of purchasing equivalent Essential Student Learning Items themselves, in consultation with the school
- information on payment options is available, accessible and easily understood to all parents so that they know what to expect and what supports they can access
- parents are provided with early notice of annual payment requests for school fees (i.e. a minimum of six weeks' notice prior to the end of the previous school year). This enables parents to save and budget accordingly.
- parents are provided with reasonable notice of any other payment requests that arise during the school year- ensuring parents have a clear understanding of the full financial contribution being sought
- the status and details of any financial arrangements are kept confidential and only shared with relevant school personnel
- parents experiencing hardship are not pursued for outstanding school fees from one year to the next
- use of debt collectors to obtain outstanding school funds owed to the school from parents is not permitted
- there will be only one reminder notice to parents for voluntary financial contributions per year
- Invoices/statements for unpaid essential or optional items accepted by parents are not generated more than monthly or according to the parent payment arrangement with the school.

Support for families

Families may experience financial difficulties and may be unable to meet the full or part payments requested. Principals and school councils exercise sensitivity to the differing financial circumstances of students and their families when considering parent payment fees. There are a range of support options available to support and assist parents. These can be accessed through **“Cost support for families.”** Consideration to hardship arrangements in respect to payment requests is provided to families experiencing long term hardship or short term crisis on a confidential, case by case basis. All schools have written hardship arrangements that include a proactive approach to providing support for parents experiencing financial difficulty.

All parents are provided the name and contact details of a nominated parent payment contact person at the school who they can discuss payment arrangements with.



Engaging with parents

In respect to each school's development of its parent payments, school councils will engage in effective communication with the school community and have strategies in place to ensure they are aware of and understand the needs and views of parents.

Review of policy implementation

Schools will monitor the effectiveness and impact of the implementation of this policy at least annually as part of its ongoing improvement and report back to the school community.

The full Parent Payment Policy is available from the Department's [School Policy and Advisory Guide](#).

Answers to the most commonly asked questions about school costs for parents see:

[Frequently Asked Questions – For Parents](#)

This table describes the three parent payment categories that school councils can request payments from parents.

Category	Description
Essential education items	<p>These are items which parents/guardians pay the school to provide or may provide themselves, if appropriate. These items are essential to support instruction in the standard curriculum program and include:</p> <ul style="list-style-type: none"> • materials that the individual student takes possession of, such as text books and student stationery • materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering) • school uniform (where applicable) • activities associated with, but not part of instruction in the standard curriculum program, such as costs associated with camps and excursions which all students are expected to attend (e.g. transport and entrance costs). <p>Note: If parents/guardians choose to provide equivalent materials themselves, this should be done in consultation with the school, and items should meet the specifications provided by the school. However, there are some items (e.g. food provisions for home economics) which, due to their nature, can only be provided by the school.</p>
Optional extras	<p>These are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them.</p> <p>These items include:</p>

	<ul style="list-style-type: none"> • instructional support material, resources and administration in addition to the standard curriculum program (e.g. student computer printing for personal use) • extra-curricular programs or activities offered in addition to the standard curriculum program (e.g. instrumental music) • school-based performances, productions and events • materials for subjects where the payment sought is the difference between the basic materials/services required for access to the standard curriculum program and higher cost alternatives which may be more desirable (e.g. the use of more expensive materials) • materials and services offered in addition to the standard curriculum program (e.g. school magazines) • school facilities and equipment not associated with providing the standard curriculum program, and not otherwise provided for through the SRP (e.g. student accident insurance, and hire or lease of equipment such as musical instruments).
Voluntary financial contributions	<p>Parents/guardians, or anyone else, can be invited to make a donation to the school for the following purposes:</p> <ul style="list-style-type: none"> • contributions to a building trust fund or contributions to a library trust fund (these trust funds are approved by the Australian Taxation Office and are tax deductible) • contributions for a specific purpose identified by the school (e.g. equipment, materials or services) in addition to those funded through the SRP. This may include additional computers or student-related services • general voluntary financial contributions or donations to the school.



Kalianna School- Parent Payment Policy

Kalianna School, under the direction of the Principal, will ensure with regard to all school level parent payments, also known as school fees, that:

- all students have access to the standard curriculum program
- it covers the three parent payment categories i.e. essential education items, optional extras or voluntary financial contributions
- the school does not withhold access to enrolment or advancement to the next year level as a condition of payment for any of the three categories
- items that students consume or take possession of are accurately costed
- cost is kept to a minimum
- payment requests must be clearly itemised within each category
- due to the varying needs of each student, Kalianna will purchase essential education items for every student. These costs are included in the Essential Education Portion of Parent contributions and are detailed for parent to see
- the status and details of any payments or non-payments are confidential
- parents are provided with early notice of payment requests (e.g. a minimum of six weeks notice prior to the end of the previous school year)
- payment may be requested but not required prior to the commencement of the year in which the materials and services are to be used
- it meets the community's expectations and is provided to parents.

Important, Kalianna School understands that:

- It is not acceptable to use coercion or harass parents/guardians to obtain payment.
- Principals must ensure any payment records are kept confidential. The public identification of students or their parents/guardians who have or have not made a payment or financial contribution is unacceptable and must not occur in any circumstance.
- Under no circumstances can collectors of any type, including debt collectors, be used by schools to obtain any funds from parents/guardians.

Payment arrangements and methods

Parents will be provided with early notification of annual payment requests (a minimum of 6 weeks prior to the end of the previous school year). Reasonable notice will be given for any other payment requests during the year (i.e. excursions).



Parents will be permitted to make payments in instalments, and be provided with several methods of making payment including, cash, cheque, BPay, EFTPOS, CentrePay. Parents are able to enter into confidential payment arrangements by contacting the school.

Family support options

There are a number of support options available for parents including but not limited to;

- Camps, Sports & Excursion Funding (CSEF) available to eligible parents
- State Schools Relief support available for uniforms/
- Refer Enrolment Policy

Consideration of hardship

The School understands that families may experience financial difficulties or hardship at times and may be unable to meet full or part payments requested. Families are invited to contact the School to make payment arrangements.

Communication with families

The Parent Payment Policy and Implementation will be published on the School website. It will also be available from the School.

Monitoring and review of the implementation of the policy

The School Council will conduct an annual review of the implementation of the Parent Payment Policy including addressing any concerns raised by the School community. Any changes to the Policy Implementation will be reported back to the community.



School Level Parent/Carer Payment (Fees) 2020

At Kalianna School, we aim to provide a diverse and creative curriculum to support the learning needs of each individual child. Below is a table of the items required essential educational items required for your child's learning year.

Parent Payment Category	Items	Charge per student
Essential Education Items	Essential Classroom supplies <ul style="list-style-type: none"> Classroom stationery supplies (see attached list) Classroom Experience Based Learning travel Whole school sporting events travel 	\$150.00
	Essential Consumables <ul style="list-style-type: none"> Cooking ingredients Art and craft supplies Woodwork supplies Photography supplies 	\$75.00
	Essential Information Technology (ICT) <ul style="list-style-type: none"> 1:1 student iPads or netbooks Internet Individualised Applications (Apps) 	\$75.00
	TOTAL	\$300.00
Optional Extras	Excursions (for example) <ul style="list-style-type: none"> 4 Performances throughout the year Life Education Van sessions Swimming JETS Gym Whole school athletics day Whole school cross country Whole school swimming sports Various classroom planned excursions TBA during the course of the year Camps (for example) <ul style="list-style-type: none"> Blackwood experiences Overnight Bendigo experiences 	Parents who are eligible for CSEF can utilise this funding to pay for these experiences



**THIS IS ALL PROVIDED BY THE SCHOOL IN YOUR ESSENTIAL EDUCATION ITEMS
AMOUNT AND DOES NOT NEED TO BE PURCHASED BY YOU**

Item	No. required	Price (excluding GST)	Grand Total (incl GST)
Exercise Books			
Marbig 18523 Exercise Book A4 96 page	8	\$2.00	\$17.60
Scrap Book	2	\$2.00	\$4.40
Marbig Grey Lead HB Pencils	1 box (20)	\$5.00 box	\$5.50
Columbia Colorsketch Colour Pencils (pack)	1 pack (24)	\$8.00	\$8.80
Texta Smarttip Markers Assorted Colours (20 pack)	1 pack	\$14.98	\$16.47
BIC Cristal Ballpoint Pens Blue Fine (12 pack)	1 pack	\$6.00	\$6.60
Black Biro	1	.50	.55
Red Biro	1	.50	.55
A4 Ream Copy Paper (ream - 500 sheets) DoubleA 80gsm	1 Ream	\$5.75	\$6.25
ColourHide Lever Arch Folder – A4 2 ring Assorted colours	2	\$6.79	\$14.93
Bantex on the go Display Folder (20 pocket)	1	\$5.99	\$6.58
Lowell Laminating Pouch A4 80 Micron Gloss 100 pack	1 pack	\$14.47	\$15.91
Igloo 2 hole Sharpener	1	\$2.48	\$2.72
Staedtler Mars Plastic Eraser (2 pack)	1 pack	\$4.98	\$5.47
Liquid Paper Correction Pen 7ml	3 pack	\$10.36	\$10.73
UHU Glue Stick 21gm	4 pack	\$6.00	\$6.60
Kleenex 2 ply facial tissues (200 sheet box)	1 box	\$4.36	\$4.79
Sensory consumables (rice, shaving cream, bubbles, kinetic sand etc.)			
Photocopying charges for student use			
Visual Art Supplies			
Sensory room equipment			
Therapy equipment			