

Sale Specialist School

Parent Information Manual

2015



'To attempt is to achieve'

Sale Specialist School

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Contents	Page no.
Principal’s Message	pg. 3
School Purpose & Values	pg. 4
School Profile	pg. 5
School Goals	pg. 6
Staffing 2015	pg. 7
School Council	pg. 8
School Fees – Levies & Voluntary Contribution	pg. 9
School - Payment options, Budget & Fundraising	pg. 10
Codes of Practice - Teachers	pg. 11
Codes of Practice - Allied Health and other Specialists	pg. 12
Codes of Practice - Principal & Assistant Principal	pg. 13
Codes of Practice - School Council	pg. 14
Code of Practice - Community	pg. 15-16
Code of Conduct - Students	pg. 17
Transport Responsibilities Guidelines	pg. 18
Sale Specialist School Transport Summary	pg. 19
Sale Specialist School Policy - Failure to meet designated transport	pg. 20
Bus Emergency Procedures	pg. 21
Student’s Dress Code	pg. 22
Student’s Uniform	pg. 23-24
Safety	pg. 25
Student Accidents and Injuries	pg. 26
DE&T – Student Accident Insurance Arrangements	pg. 27-28
Insurers that offer “Whole of School Accident Insurance Policies for Students”	pg. 29
Personal Property	pg. 30
Working With Children Checks	pg. 30
Text Messaging System	pg. 30
Other Information	pg. 31-32
School Dates for 2015	pg. 33-34
Handy Store Pricelist	pg. 35- 36
Infectious Diseases	pg. 37-38

Principal's Message

At Sale Specialist School we pride ourselves in the delivery of Special Education to students within the Shire of Wellington. All efforts are taken to keep up to date with the latest trends and developments in Special Education worldwide.

A distinguishing feature of our school over the years has been the promotion and nurturing of a caring environment for our students, fostering a pride and joy in school and in learning. School Wide Positive Behaviour Support principles are used to encourage all students, staff and members of the school community to show respect, be responsibly and act safely.

Here at Sale Specialist School we believe that all students have the right to an education that allows them to reach their full potential, enhances self-esteem, confidence and a maintains sense of dignity. The school is committed to providing an environment that offers support, understanding and information to parents, families, caregivers and the wider community. We believe in developing the school as an integral part of the community and in working with others to provide the most worthwhile educational philosophy and practice.

The school currently operates over three campuses. A new school will be built at 333 Princes Highway Sale. We are in the process of planning with architects and they envisage that construction will commence towards the end of this year with us moving into the new school for the 2017 school year.

This school operates an “open door policy” and encourages parent participation. Please feel free to call in at any time but if you need to speak to a specific staff member you may need to make an appointment.

This booklet is designed to provide you with a reference, if you have any suggestions or ideas for inclusions or additions to this manual we would really like to hear them.

Regards

Shelagh Donegan
Principal
on behalf of the team at Sale Specialist School

School Purpose & Values

Purpose:

To provide excellence in Special Education in a supportive and caring environment through the provision of comprehensive individual learning programs that

- meet the needs of and challenge individual students while building on their abilities
- enable students to achieve their social, emotional, physical and intellectual potential
- allow students to develop a level of independence, life skills, self-worth and confidence necessary to live as an integral part of the community
- ensure learning is a partnership between home and school, with clear communication
- further community awareness and acceptance of people with a disability
- foster a school community where all are known, cared for and valued

Values:

Sale Specialist School Community values respect, acceptance, support, communication, teamwork, and commitment.

- **Show Respect** for and value
 - self and others individuality, uniqueness, achievements, views, dignity, privacy and property
 - the individual in striving for realistic goals to achieve their potential
- Act responsibly **by**
 - **supporting** and caring for students, staff, families at all times
 - **promoting** a culture of **open** and **honest communication** throughout the school community
 - developing **clear expectations**
 - taking responsibility for your own actions
 - making safe choices and look out for yourself and others
- **Be your best and keep trying**
 - ask for help when you need it
 - make the most of opportunities

School Profile

Sale Specialist School is the only specialist setting servicing a broad area extending across the Shire of Wellington catering for children from 5 to 18 years of age all of whom have an intellectual disability. Many students face additional challenges including physical disabilities, autism, sensory loss, social, emotional and behavioural disorders. The school is a purpose built school with attractive secure grounds, well equipped classrooms and a staff who are committed to ensuring each student has the opportunity to succeed in all areas of their school life. A second campus is housed within the grounds of the local secondary school on Guthridge Parade while a third campus is in Desailly Street adjacent to the main school. Sale Specialist School Community values respect, acceptance, support, communication, teamwork, and commitment..

The school supports students to achieve their social, emotional, physical and intellectual potential and develops students' habits to be lifelong learners. We encourage students to develop the level of independence, life skills, self-worth and confidence necessary to live as an integral part of the community. The school offers comprehensive programs focussing on individual learning goals in the following learning domains: Physical, personal and social learning (Health and P.E., Civics and Citizenship), Discipline Based learning (Arts, Mathematics, English, Science) and Interdisciplinary learning (ICT). VCAL foundation is offered at the Later Years level.

Individual Educational Programs are developed and implemented by the teachers in consultation with parent/caregivers and allied health staff, ensuring that the needs of each student are met. Programs are designed to provide learning experiences which will challenge, extend and motivate students to attain personal goals. Opportunity exists for students to take part in integration programs, via dual enrolment with a mainstream primary or secondary school. We aim to be recognised as an educational setting of first choice for students who have an intellectual disability.

Effective communication between teachers and parents is an essential element of the school. Regular contact is made through notices, bulletins, newsletters and communication books.

School Wide Positive Behavior Support (SWPBS) has been adopted to manage general discipline and challenging behaviors of students. Students with challenging behaviors are identified and management plans are formulated with families and allied health support in an attempt to assure the safety of all. The approach is supported through the use of Restorative Practices principles.

A Greenfield site has been purchased on which to construct a replacement school. There is funding available for master planning and stage one of the construction but completion of the project depends on additional funding from the state government in future budgets. The New School Planning Committee is currently working with architects planning the new school. If the remaining required funds are not received in the 2015 May budget there is a real possibility that we will be operating over four campuses.

School Goals

Achievement

To improve student outcomes in Numeracy.

Engagement

Enhance students' connectedness to their peers, to the school and their engagement in learning.

Wellbeing

To improve the capacity of students to self- regulate their behaviours.

Productivity

Manage the school workforce plan and school budgets to enable the school to continue to provide a high level of service for the school community.

Staffing 2015

First name	Surname	
ADELE	ROBINSON	Occupational Therapist
ALISON	POLLOCK	Assistant Principal
AMANDA	BEER	Student Welfare
AMY	LEIGHTON	Education Support
ANGIE	CASELLA	Classroom Teacher
CATHY	MASON	Administration
DEBBIE-ANN	JOHNSON	Classroom Teacher
GABBY	LUHRS	Education Support
GAYE	BASSLER	Education Support
HELEN	KILLEEN	Education Support
HELEN	WHITE	Education Support
JENNIFER	GUNN	Literacy Support
JENNY	HARRIS	Business Manager
JOANNE	LYNDON	Education Support
JOANNE	WINNELL	Classroom Teacher
JODIE	WARFORD	Classroom Teacher
JULIE	HOWARD	Classroom Teacher
KERRIE	KINGSHOTT	Classroom Teacher
LAURAL	LAMBOURN	Education Support
LYNDA	COLEMAN	Education Support
MAREE	MILIADO	Classroom Teacher
MEGAN	WILLIAMS	Physiotherapist
ROBYN	DOWSE	Education Support
SALLY	GLASS	Speech Therapist
SARAH	MCANINLY	Classroom Teacher
SHELAGH	DONEGAN	Principal
SUE	COBAIN	Classroom Teacher
SUE	SANDERS	Classroom Teacher
THOMAS	SALETA	Classroom Teacher
TONIA	DI CORLETO	Classroom Teacher
TROY	WHYKES	Education Support

School Council

School Council Role

School Councils have a wide range of roles and responsibilities including:

- determining the general educational policy of the school
- developing the school strategic plan
- reporting annually to the school community
- approving and monitoring the school budget
- developing the student code of conduct and
- generally stimulating interest in the school

Membership

Sale Specialist School's School Council is made up of

- three parent representatives
- one elected DEECD representative
- the Principal as the Executive Officer and second DEECD Representative
- One community member.

We also have a minute recorder who does not have a vote on the council.

Council members for 2015

Jane Nash	President
Heather Flynn	Parent Representative
Kim Curtis	Parent Representative (casual vacancy)
Daniel Smolenaars	Community Representative
Mrs Sue Sanders	Staff Representative
Ms Shelagh Donegan	Executive Officer
Mrs Jenny Harris, (non voting)	Minute recorder

Meetings

The school council meets on the third Wednesday of the month during the school term at 5:00 pm in the staff room. Parents are welcome to attend but please give advance notice for catering purposes as light refreshments are provided. The council are required to meet a minimum of eight times per year. An annual reporting meeting is held once per year.

Sale Specialist School - LEVIES FOR 2015

Levies 2015

At the end of 2014 School Council unanimously decided to maintain the levies for 2015 at the same rate as the 2014 levies. This is in recognition of the fact that EMA will no longer be paid to families or schools.

Early Years and Middle Years students - an annual general program levy of \$100.00 (equivalent to \$2.50 per week)

Later Years students - an annual general program levy of \$160.00 (equivalent to \$4.00 per week)

The general program levy will cover items including:

- Student stationery – class sets of texts, exercise books, work-books, paper etc.
- Programs provided by outside specialists e.g. music, drama.
- Cost of school buses for local excursions. (fuel costs over \$3,000 per year)
- Subsidy of whole school excursions or small group excursions throughout the year (depending on the cost and type of excursion an additional amount may be payable)
- School diary

Please note the general program levy:

- **is not** an optional payment
- are a partial payment for items which are subsidised by the school
- does NOT cover weekly activities such as basketball, swimming, karate, sailing, cooking, horse riding (RDA) etc.

Families have the option to pay this levy at the beginning of the year, or to make progressive payments throughout the year. These charges will appear on a statement on a term by term basis. See below for payment options.

Voluntary Contribution 2015

The School Council have set a voluntary contribution of \$50 per student for the 2015 school year. While this contribution is voluntary, payment would be appreciated and assist the school by allowing more money to be spent in high priority areas.

The Voluntary contributions will be used to pay for items such as:

- Additional computers and software
- Additional and specialist equipment & therapists
- Tissues and nappy wipes
- Maintenance cost for vehicles (Registration and insurance costs over \$4,000 per year)

Payment Options

CENTREPAY

CENTREPAY which is a free direct bill paying service offered to those receiving payments from Centrelink. A nominated amount is deducted from fortnightly payments and paid to the school. For parents, or those students over 16 years of age receiving a Disability Support Pension, this is a convenient way of paying for levies, elective programs and camps. Please contact the office for further information or to set up Centrepay deductions. 5144 5644

Direct Deposit

BSB 063 526 Account No. 0080 1519 Reference Child's Surname

Payment Plan

If you would like to make regular payment throughout the year please contact Jenny in the office to determine a payment plan.

Please note: Any family experiencing difficulties with payments is asked to contact the principal. Confidentiality is assured.

Budget

Sale Specialist School is funded by the State Government in the form of a Student Resource Package. The Package provides a budget consisting of –

- a core allocation for each student which varies according to age
- funding levels determined through the Program for Students with disabilities.
- monies provided for specific areas such as cleaning and maintenance

It is the responsibility of the principal to manage the budget and provide resources to enable the school to operate effectively. It is the responsibility of the school council to approve and monitor the school budget.

Students will be reviewed at the age equivalent to the transition from primary to secondary school to ensure the level of funding they receive reflects their educational needs. Applications for funding reappraisals may be made if a student's condition has deteriorated or if the Student Support group (SSG) believe that the funding does not truly represent the child's educational needs.

Fundraising

A variety of activities are held throughout the year to raise funds to enable us to provide:

- specialised equipment
- a range of teaching aids and resources
- a wide variety of enrichment programs not provided for within the school budget

Codes of Practice: Teachers

Teachers

The Sale Specialist School aims to maintain a supportive, caring and stimulating learning environment based on individualised programs for each student.

1. Teachers are expected to be committed to the following values, practices and responsibilities:

- An acceptance that all students are individuals; are able to learn, and have the right to a quality learning environment
- A respect for the personal dignity of all students; other staff and parents and caregivers.
- Will familiarise themselves with, and have an understanding of students disabilities and the implications for their development and ability to learn
- Acknowledge the importance of students to develop personal responsibility, self discipline, high self-esteem and respect for the rights of others

2. Teaching Practices

It is expected that teachers will encourage students to realise their full potential and gain the utmost independence within the school, home and community by applying teaching strategies which:

- Build upon the student's strength, experiences, interests and needs
- Provide learning experiences and real contexts
- Encourage reasonable risk taking and learning from errors
- Use positive reinforcement

It is also expected that teachers will:

- Ensure that the student learning is purposefully and progressively planned, monitored and evaluated and suited to individual needs.
- Carry out their duties while recognising the importance of working as part of a team.

Responsibilities

It is expected that teachers will:

- Take responsibility for their own professional development and share good practices and resources with their colleagues
- Participate in school decision making and administrative sub-committee as Required
- Inform staff, as required, of any daily timetable changes, student programs; state of health and relevant issues
- Supervise all ancillary personnel as requested by the Principal
- Ensure regular contact with parent/caregivers in order to improve student attitudes and behaviour
- Maintain confidentiality
- Ensure that the classroom and school environment is safe and conducive to acceptable behaviour and learning

Codes of Practice: Allied Health and other Specialists

Allied Health and Other Specialists

As members of a multi-disciplinary education team, allied health staff and other specialists will be expected to:-

- Notify staff of daily changes to timetables, student programs, needs and state of health
- Recognise and respond to individual differences and abilities
- Maintain confidentiality
- Keep records of therapy provided
- Consult with and support teachers, parent/caregivers and other professionals in regard to student needs
- Be given the opportunity to take leadership roles in areas of expertise
- Undertake duties as assigned by the Principal and in consultation with staff

In a consultative capacity, therapists, according to their discipline will be responsible for:-

- Ongoing assessment and treatment of students
- Providing reports on student programs
- Providing advice to staff on:-
 - The correct handling of students
 - Safe lifting and handling procedures
 - The purchasing of appropriate equipment

Codes of Practice: Principal & Assistant Principal

Principal

The Principal and Assistant Principal of Sale Specialist School will be required to provide educational leadership and management in the following ways:-

- Encourage and foster a caring environment and an understanding of the needs of special students
- Work co-operatively with the School Council to develop policies and guidelines for the school which are consistent with Government and DEECD policies and directives
- Provide leadership, guidance, advice and support to School Council
- Administrator and monitor the implementation of Council priorities and policies
- Develop and maintain administrative structures and procedures, which will ensure:
 - o Consultation with staff in both formal and informal ways to ensure collaborative decision-making occurs and to inform staff of current developments and processes
- Encourage best practice in the areas of teaching and learning
- Involve the staff in the setting and achievement of school goals and priorities.
- Co-ordinate a safe work site for both staff and students.
- Ensure that buildings are appropriate, maintained and developed to suit current and future needs.
- Provide opportunities for professional development and staff growth.
- Encourage and facilitate community interaction and understanding of our school and its students.
- Maintain strong and open lines of communication.
- Appoint staff within DEECD guidelines.

Codes of Practice: School Council

School Council

The School Council of the Sale Specialist School acknowledges that it operates within the Education Act and Regulations.

Within these Acts and Regulations the School Council will observe the following principles:-

- The needs of the students will be the primary focus of Council decisions and actions
- The School Community will be informed and consulted and their opinions sought on major policy decisions
- Decisions will be justifiable, accountable and subject to scrutiny.
- Disagreement and/or conflicts within School Council will be resolved within School Council
- Commitment and Loyalty to the school, the staff and the charter will be demonstrated
- School Council will develop policy directions and observe the Principal's right to implement policy in the most appropriate way
- School Council members will be provided with opportunities for training in Council operations and DEECD policies
- Public comments/statements will be the jurisdiction of the School Council President and Principal
- Members will respect the confidentiality of discussions
- School Council members will declare any potential conflict of interest

Using the following practices, Sale Specialist School Council will:-

- Meet a minimum of eight times per year usually twice per term
- Adhere to School Council Standing Orders in relation to meeting procedures and decision making processes
- Form sub-committees to deal with specific needs. Sub-committees will be convened by a Council member but may draw on non-council membership

Role of the Principal

As executive officer of the School Council, the Principal will ensure that:-

- Adequate advice and support is provided to the School Council on educational and other matters.
- Decisions of School Council are implemented.
- Proper records are maintained.

Code of Practice: Community

All matters relating to specific students or to employees will remain strictly confidential.

Community

The Sale Specialist School encourages a close and positive collaboration with parent/caregivers and community members in order to:-

- Develop and implement educational programs that are relevant, challenging and purposeful for students
- Have access to local resources; e.g. - business, community services and organisations, leisure activities and vocational opportunities in order to enhance student learning within the local community

Where accessing the community and facilities, the school will ensure that:-

- Demands placed on the resources are not excessive
- The rights and confidentiality of the community will be respected
- Students will be encouraged to conduct themselves in a manner that is appropriate to the situation

The Sale Specialist School recognises that parent/caregivers have the right to:-

- Feel safe and secure within the school environment
- A quality education for their children
- Be treated with respect and courtesy
- Be informed
- Actively seek out relevant information

The Sale Specialist School believes parent/caregivers have the responsibility to:-

- Encourage in their student a positive attitude towards school
- Ensure that the student is clean, rested and healthy
- Help make the school a safe and secure place
- Support the school in its efforts to maintain a productive teaching and learning environment
- Treat others with dignity and respect
- Ensure that the student attends regularly
- Liaise with parent/caregivers, staff and professionals within the school community
- Help maintain a clean and stimulating environment to enhance learning
- Ensure that Staff at Sale Specialist School are informed of any changes to a student's medication
- Ensure that medication is administered at the correct times

Volunteers and visitors to the school have the right to:-

- Feel safe and secure within the school environment
- Be treated with respect and courtesy

Volunteers and visitors to the school will be expected to:-

- Show respect for the personal dignity of all staff and students
- Treat each student as an individual
- Accept advice and directions from staff
- Maintain confidentiality

The local community will be kept informed of the school's activities and achievements through:-

- The distribution of newsletters to all families, carers and other interested parties.
- Press releases to local newspapers.
- Displays and school promotional materials at local shopping centres and community centres.
- The distribution of School fliers to Pre-schools, Maternal and Child Health Centres, Schools and other service providers.
- The Annual Report, distributed to interested parent/caregivers and community members at the Annual Reporting Meeting.

Staff and students will follow appropriate protocol in dealing with community members in all current programs.

Staff will contribute to maintaining a positive public profile by:-

- Acting as a resource to other schools.
- Sharing information and in-servicing other organisations.

Code of Conduct: Students

Students Code of Conduct

Sale Specialist School respects the rights of the individual; all students have the right to feel safe, be treated with respect and to be given every opportunity to work and play.

To achieve this, Sale Specialist School will implement a Discipline and Welfare Policy based on the following philosophy:-

We aim to develop co-operative attitudes and respect for the person and property of others. This is part of the overall educational objective of self-discipline, which permits the maximum freedom of action for all.

The school community believes it is our role to create a caring, accepting and stimulating environment, where students will develop maximum quality of life and learn to integrate into the community.

Our school community values:-

- The individual dignity and worth of self and others
- Happiness
- Independence and confidence
- Security and trust
- Honesty

General aims of our code of Student Code of Conduct:-

- To develop co-operative attitudes
- To encourage respect for the person and property of others
- To develop self-discipline
- To provide positive support for students and parents/caregivers
- To develop a positive self-image

Sale Specialist School utilises the following strategies:-

- Positive reinforcement
- Provision of structure and routine to learning and play activities
- United and consistent approach, close collaboration with parents
- Case studies
- Behavioural management plans
- Individual Program Plans
- Active participation of students and staff
- Co-operative learning activities that promote self worth, image and success
- Consistent and fair approach for dealing with inappropriate behaviour

Transport Responsibility Guidelines

Parents

In order for students to access transport services they must live more than 4.8 km , by the shortest route, from the school. Home and emergency contact numbers and any information regarding special requirements must be provided. Permission must also be given for this information to be forwarded to the bus company management if appropriate.

It is also required that the parent or a responsible adult is at the student's designated stop in the afternoon. If this does not occur, the bus will continue its journey and the service provider will notify the school immediately to arrange an alternative stop.

Parents/caregivers will:

- accompany a student to the bus stop each morning and meet the student in the afternoon unless other arrangements have been negotiated with the school
- meet their children at the times as advised by the bus timetable
- notify the school if there is a change in the person meeting the student or if the student will be absent for any period of time, and complete and return a bus permission slip to the school to request a change to the student's travel arrangements

Driver

It is a requirement that the bus driver remain seated behind the wheel at all times whilst the bus is running. If students require assistance, the driver must ensure the vehicle is stationary and safely parked.

The driver will:

- drive the bus in a safe and professional manner over the designated route
- wait no more than 2 minutes at a stop in order to maintain the timetable
- arrive at the school at the designated times in accordance with best practice
- observe all signs in the school driveway
- ensure student disembark at the school approved stops

Chaperone

It is the role of the chaperone to ensure the safety and wellbeing of students whilst travelling.

The chaperone will:

- check the school noticeboard daily for any changes to student routines;
- direct any queries from parents to the school Principal
- carry some form of communication tool to enable contact with the school and bus company
- ensure that all passengers are seated and wearing seatbelts before the bus departs any stop and will not leave students unattended on bus
- manage and assist (where appropriate) the loading and unloading of students

Sale Specialist School Transport Summary

Heyfield Bus Lines are the transport providers for our three school bus runs. Details are as follows:

Maffra to Sale Specialist School and return

HINO RB8: 0279 AO White bus

Phone in bus: 0427 330 166
Driver/Chaperone: Sally Galloway / Cathy Coleman

Yarram, Seaspray to Sale Specialist School and return

Toyota Coaster Rego: 0278 AO White bus

Phone in Bus: 0439 004 358
Driver/Chaperone: Beth Austin / Therese Lynch

Briarolong to Sale Specialist School and return

HINO RB8: 7183 AO White bus

Phone in bus: 0418 364 478
Driver: Debbie
Chaperone: Theresa

CONTACT PHONE NUMBERS

Sale Specialist School: 5144 5644

Heyfield Bus Lines: Office - 5148 2444

Shelagh Donegan: (Principal/ Transport Coordinator)
School -5144 5644
Mobile – 0419 580 233

Alison Pollock: (Assistant Principal)
Mobile – 0417 524 203

Sale Specialist School

Failure to meet Designated Transport

It is required that the parent or a responsible adult is at the student's designated stop in the afternoon. If this does not occur, the bus will continue its journey and the service provider will notify the school immediately to arrange an alternative stop.

If contact cannot be made with the parents or an emergency contact the student will be returned to school. Please note that in the case students being returned to school parents may be billed for the additional travel.

Please be aware that all students are to be met from the transport, the bus drivers do not have the authority to leave children unattended.

Queries may be directed to :	Sale Specialist School	5144 5644
After hours:	Shelagh Donegan Principal	Mobile: 0419 580 233
	Alison Pollock Assistant Principal	Mobile: 0417 524 203

Bus Emergency Procedures

If a student/bus driver/bus chaperone is in distress:

1. Telephone Ambulance on 000

If directed by ambulance operators, turn on bus and hazard lights, take shortest route to the nearest hospital.

3. Chaperone to telephone school staff:-

School:		5144 5644
Shelagh:	Mobile	0419 580 233
Alison	Mobile	0417 524 203

4. A.M. PROCEDURE

Prior to 8:30am If the above telephones are not answered chaperone to telephone all parents waiting for the arrival of the bus

After 8:30am The school is manned and therefore telephone calls will be answered. Early duty teacher makes phone calls to all parents whose children are still to be collected.

School staff must refer to bus list in office.

5. P.M. PROCEDURE

If unable to contact school staff, chaperone telephones all parents waiting the arrival of the bus.

6. After meeting ambulance and transferring patient, bus is to continue on its run.
7. Sound judgement and common sense will prevail.
8. If in doubt and time permits, telephone any of the school staff listed in 3

To accompany this procedure:-

List of all students on bus run in order of getting on bus listing residential address, home telephone number and emergency contact and telephone number.

Student Dress Code

Purpose

To create a sense of collective and individual pride in students and their identification with the school.

To provide a practical, cost effective, sun safe uniform promoting non discrimination and equity.

With respect to the wearing of jewellery to ensure that items which compromise the safety of students are excluded.

Guidelines

- The Student Dress Code will involve a uniform that is practical, cost effective and sun safe
- The student dress code will provide for individual needs through alternatives within overall garment requirements
- The school will promote the concept of second hand uniform sales.
- Parents may apply for a full or partial exemption from the Student Dress Code if they feel it discriminates against their child on the basis of sex, race, ethnic grouping, nationality, religious belief or colour
- The student dress code will apply to students while they are at school, travelling to and from school and whilst attending school functions out of school hours
- Full school uniform with logo is essential for out of school programs or excursions and school photographs
- Every effort will be made to source quality, reasonably priced uniform items.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery
- Extreme hair colours (eg: green, pink or purple rinses) and/or extreme hairstyles (eg: spikes or Mohawks) are not permitted
- Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship

Student Uniform

School Uniform

The school recognises that there needs to be a degree of flexibility within our uniform to cater for individual needs and ages of students. The following uniform requirements apply:

Footwear

Black shoes, black boots or plain black runners
Black sandals can be worn with the summer uniform

Please note:

- Footwear needs to be comfortable and applicable to the student's needs and the daily school programs
- SOCKS MUST BE WORN AT ALL TIMES
- Thongs are not to be worn to school

Summer clothing

Girls

Blue and white checked dress with a white collar (no belt) – available from Target/ Big W

Boys and Girls

Navy blue shorts (long legged) – available Target/Big W
Short sleeve Green polo shirt with logo – available from JSM
Polar fleece ½ zip jumper with logo - available from JSM

Winter

Boys and Girls

Navy blue long legged pants – tracksuit, gaberdine, drill pants are all acceptable as are plain navy denim jeans. Pants need to suit the personal requirements of the student and fit the student's body shape - available widely from many stores
Long sleeve navy polo shirt with logo – available from JSM
A red or white skivvy may be worn under the long sleeved shirt if needed
Polar fleece ½ zip jumper with logo - available from JSM

Sun Hats

Navy blue broad brimmed or bucket hats are a compulsory part of our school uniform in Terms 1 and 4.

Children will not be permitted to attend excursions or out-of-school activities unless they are in full uniform.

Uniform Sales

A second hand uniform sales store operates from the school. Second hand uniforms are available from the school for \$5.00. Please contact Karen Rankin via the school for further information.

Pants, shorts and dresses are readily available at most retail chain stores.

The polar fleece jumpers and polo shirts with logo are all available from JSM Embroidery & Workwear, 73 Macarthur Street, Sale 5144 6898 (JSM do stock navy pants, shorts, wide brimmed & bucket sun hats) .

PLEASE ENSURE ALL ARTICLES WORN OR BROUGHT TO SCHOOL ARE LABELLED CLEARLY WITH THE CHILD'S NAME

This helps prevent loss to parents and wasted time for staff.

Prices as listed below current as of Feb. 2014

	Children	Adults
Polar fleece half zip jumper – navy 6 - 16 small - xxxl	\$30.50	\$38.00
Polar fleece vest full zip – navy 6 - 16 small - xxxl	\$33.00	\$40.00
Short sleeve polo shirt – jade green 6 - 14 x - small - xxxl	\$25.00	\$29.50
Long sleeve polo shirt – navy 6 - 14 x - small – xxxl	\$27.50	\$32.75
Navy Polar fleece vest	\$31.00	\$39.00
Broad Brim Hat	\$18.00	\$18.00
Price includes embroidered school logo		
JSM will embroider the logo on new clothing	\$9.00	

Labelling

The school requests that all clothing and personal items be labelled clearly with your child's name. This is to ensure that any lost items may be returned to your child as soon as possible.

Safety

Behaviour Management

Independence in living and learning requires students to take responsibility for behaviour towards others and for efforts in learning.

Respect for self and others is to be encouraged. Our School believes that a positive approach to behaviour is necessary to foster the development of personal responsibility and self-discipline. That approach includes:

- Concentrating on student's strengths
- Motivating students by teacher enthusiasm
- Providing good models of desired behaviour
- Use of positive reinforcement
- Consistent application of the school behaviour management policy
- Use of School Wide Positive Behaviour Support
- Use of Restorative Practice Principles

Emergencies

In the case of an emergency such as fire or accident involving the school as a whole, the school has a Displan procedure known by staff to ensure the safety of all.

The students will experience a fire drill regularly, so students are also familiar with this procedure. Students are supervised at all times and in the event of a major emergency the school will come under the control of the police emergency services.

If/When Bushfires Affect A School

For all emergency announcements regarding the effect of bushfires and other incidents on schools and school bus services always listen to **ABC Local Radio**. The state wide protocol is for Police, CFA, SES and other emergency services to make announcements using ABC Local Radio. The Department of Education and Early Childhood Development (DEECD) will also make announcements using these arrangements if there are school closures, school evacuations, bus service delays or cancellations due to road closures or detours.

ABC LOCAL RADIO STATIONS IN GIPPSLAND

3GLR 100.7FM	Latrobe Valley, Bairnsdale to Warragul, Yarram Foster
106.1 FM	Cann River
104.9 FM	Mallacoota
3GI 828 AM	Sale & Wonthaggi
3MT 720 AM	Omeo & Swifts Creek
3LO 774 AM	Melbourne

Schools will continue to try to contact parents directly by telephone to inform them when their child is affected by an emergency situation. It is crucial that the school has up to date contact details from all parents.

Student Accidents and Injuries

The Department of Education and Early Childhood Development does not hold accident insurance for school students. Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, who provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so. Please find details below.

Please note: If a child is injured at school or during a school organized activity we will do our best to contact the parents followed by the listed emergency contacts. Any child we deem to require medical attention will be sent to hospital via ambulance.

Details of Insurers that offer ‘Individual Accident Insurance Policies for Students’

JUA Underwriting Agency Pty Ltd

JUA Underwriting Agency Pty Ltd offers ‘individual’ accident insurance policy which covers students at a school.

Contact details: Des Purcell
JUA Underwriting Agency Pty Ltd
Suite 807 Level 8
530 Little Collins Street
Melbourne VIC 3000
Phone: 03-9909 7480
E-mail address: dpurcell@juaunderwriting.com.au, or
msolomos@juaunderwriting.com.au

Willis Australia Ltd

Willis offers “individual” accident insurance policy that covers students at a school.

Contact details: Wes Bailey or George Andreetta
Willis Australia Ltd
Level 10, 71 Queens Road
Melbourne VIC 3004

Phone: 03-9520 9874

E-mail address: baileyw@willis.com, or
andreetta@willis.com

Department of Education and Training - Victoria

For all principals, schools, school council presidents and all regional directors.

Circular 354/2005 - Student Accident Insurance Arrangements

Will DE&T pay medical and other expenses of people injured at school or during school activities?

1. If someone is injured at school, or during a school organised activity, DE&T will not pay their medical and other expenses unless -
 - the injury is caused by the negligence (carelessness) of a DE&T or school council employee or volunteer; or
 - the injured person is a DE&T or school council employee, in which case the WorkCover scheme will apply.
2. If someone is injured by accident and no-one is negligent, or if the injury is caused by a person who is not a DE&T or school council employee or volunteer, DE&T will not pay for the injury.
3. In these cases the injured person (or their parent/guardian) is responsible for the cost of medical treatment. This includes the cost of transport to a medical facility or to their home.

Is personal injury insurance cover for school students commercially available?

4. *“Whole of school” group accident insurance policies for students*
These are currently available through the private insurance market. (See the attached details.) These policies cover all students attending a particular school. These policies provide limited benefits not offered by Medicare in respect of accidents. They do not reimburse parents for the ‘gap’ between the cost of treatment and medical refunds, (although some health insurance policies provide partial cover for this).
5. *Individual student accident insurance policies*
These policies cover individual students with similar benefits to the “whole of school” policies. Willis Australia Ltd and JUA Underwriting Agency Pty Ltd have indicated that they can provide individual student accident cover.

Should schools arrange additional insurance?

6. It is not compulsory for schools to purchase “whole of school” policies and it is recommended that the views of school communities be sought on whether or not to purchase additional policies. Consideration should be given to –
 - (a) whether the policies provide ‘value for money’ taking into account –
 - the limited nature of the policies, on the one hand; and
 - the lower cost per head of student for whole of school policies compared to individual policies, on the other hand; and
 - (b) whether premiums should be paid from general funds, or be obtained through special levies from parents.

Notice to parents

7. Principals are requested to advise parents/guardians of the insurance arrangements in place at the beginning of the academic year.
8. In a school that has whole of school insurance, the following notice could be inserted in your newsletter. Ideally this would be placed in the context of explaining the steps that schools will take if a student is injured, such as giving first aid, attempting to contact parents or other emergency contacts and, if necessary, calling an ambulance.

School Injuries and Insurance

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department of Education and Training does not hold accident insurance for school students.

Is other insurance cover available?

The school council has purchased “whole of school” accident insurance cover for all students at this school. The cover provides a range of specific benefits for students who are injured in an accident. Further details of this cover are available from the school office.

9. In a school that does not have whole of school insurance, the following notice could be given. Ideally this would be placed in the context of explaining the steps that schools will take if a student is injured, such as giving first aid, attempting to contact parents or other emergency contacts and, if necessary, calling an ambulance.

School Injuries and Insurance

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

The Department of Education and Training does not hold accident insurance for school students.

Is other insurance cover available?

Yes.

The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

10. This information should also be provided to parents/guardians and students through the school prospectus or other documentation at the beginning of each year.
11. Principals should ensure that this circular is drawn to the attention of their school councils.

Details of Insurers that offer ‘Whole of School Accident Insurance Policies for Students’

AON Insurance Services

Aon Insurance Services offers a ‘whole of school’ accident insurance policy which covers all students at a school.

Contact details: Colin Hay

AON Risk Services Australia Ltd
440 Collins Street
Melbourne VIC 3000

Phone: 03-9211 3316

e-mail address: colin.hay@aon.com.au

JUA Underwriting Agency Pty Ltd

JUA Underwriting Agency Pty Ltd offers a ‘whole of school’ accident insurance policy which covers all students at a school.

Contact details: Des Purcell

JUA Underwriting Agency Pty Ltd
Suite 807 Level 8
530 Little Collins Street
Melbourne VIC 3000

Phone: 03-9909 7480

e-mail address: dpurcell@juaunderwriting.com.au, or
msolomos@juaunderwriting.com.au

Marsh Pty Ltd

Marsh Pty Ltd offers a ‘whole of school’ accident insurance policy which covers all students at a school.

Contact details: Sarah Rea or Stacey Godrik

Marsh Pty Ltd
555 Lonsdale Street
Melbourne VIC 3000

Phone: 03-9603 2372

e-mail address: sarah.rea@marsh.com, or
stacey.godrik@marsh.com

Willis Australia Ltd

Willis offers a ‘whole of school’ accident insurance policy with two options that covers all students at a school.

Contact details: Wes Bailey or George Andreetta

Willis Australia Ltd
Level 10, 71 Queens Road
Melbourne VIC 3004

Phone: 03-9520 9874

e-mail address: baileyw@willis.com, or
andreettag@willis.com

Personal Property

Personal property is often brought to school by students, staff and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises.

Please note the Department of Education and Early Childhood Development does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property.

Staff and students are discouraged from bringing any unnecessary or particularly valuable items to school.

Working with Children Check (WWC Check)

The Victorian Working with Children (WWC) Check was established to help protect children from sexual and physical harm.

Non-teaching staff, volunteers and parents volunteering in our school must hold a current WWC Check.

The WWC Check considers applicants' criminal histories for serious sexual, serious violent or serious drug related offences, and findings from professional disciplinary bodies. Applicants who pass the WWC Check receive a WWC Card and Assessment Notice which is valid for five years unless revoked or surrendered. The WWC Check differs from a Police Records Check, partly because it includes on-going mentoring for any new offences committed. For more information about the WWC Check visit www.justice.vic.gov.au/workingwithchildren or call the WWC Check Information Line on 1300 652 879.

Text Messaging System

In times of emergency or other important events the school will text message parents from 0427 016 460

MGM Outreach is the company who provide us with the text message service. They have advised us that this service will reliably work with every type of Parent mobile plan in Australia. If you enrol your child at Sale Specialist School PLEASE ADD an additional Sale Specialist School contact number on your mobile phones 0427 016 46010.

Other Information

Communication

Communication books /student diaries are supplied to each student and are used daily to communicate messages between school and home.

The Principal, Assistant Principal and teachers are available for discussion by phone at any time, however, it is easier for teachers to talk to parents before 9:00 am or after 3:00pm when students are not in class.

A school bulletin is produced on a fortnightly basis (from the first week of each term) containing school events and community information. Any member of the school community may submit items for inclusion. Items need to be received by the Tuesday of the school bulletin week.

Written reports regarding student progress are provided twice a year. Parent teacher interviews are generally held following the school day. Parents may request meetings with teachers at any time and teachers will endeavour to organize a mutually convenient time to meet.

There is also a School Annual Report

Change of Address/Emergency Contacts

In case of accident or illness, it may be necessary to contact you in a hurry. As a result you will be asked to complete a 'Confidential Student Information Form' when enrolling.

Please remember to notify the school of:

- Change of address
- Change of telephone number
- Change of contact person who will care for your child in an emergency
- If you will be late collecting your child
- Medical needs
- Absences

When your child is away from school, a written explanation is required upon return stating the reason for absence.

Meetings with Class Teachers

Teachers are regularly involved in meetings or attend professional development before and after school. If you require a meeting during this time, please ring to ensure their availability.

Lunches

Lunches are either bought from home or incorporated into the daily program. Any costs incurred are included in a weekly fee. Students may purchase their lunch on a Monday only. (Lunch order sheet is attached to the back of this booklet).

Picking up Children from School

If you wish to pick your child up from school before the end of the school day, it is essential that you visit the office and sign them out. This assists us in managing any emergencies. The school cannot allow students to leave the school during the school day unless signed out by a parent.

If a responsible adult other than a parent is to pick your child up from school or meet them from the bus, please notify the school. That person will be asked to show photo proof of identity before a child is released into their care.

Medical Conditions

A number of students require medication to control a variety of conditions such as asthma, epilepsy, diabetes, etc.

Students who have a medical condition or illness where their safety at school could be affected should have a written 'Individual Medical Condition Management Plan' from their doctor. Teachers can only administer medication with full written instructions stating the name and dosage of the medication, amount to be administered and the time it is to be administered.

All medication must be in a clearly labelled dosette box and handed to the bus chaperone or classroom teacher. Medication must not remain in school bags in the classroom.

School Dates 2015

Term 1: 28 January (school teachers start) to 27 March *

Term 2: 13 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school, so contact your school for details

Pupil free dates 2015

28 January	Pupil free day state wide
5 June	Pupil Free Report writing afternoon classroom resources teachers to leave work to be done
13 July	Staff Professional Development
5 October	Staff Professional

Public Holidays

Monday March 9 Labour Day

Saturday April 25 ANZAC Day

Tuesday June 9 Queen's Birthday

Tuesday November 3rd Melbourne Cup

Reporting and SSG's

Term 1 SSG	Wed 25 th & Thur 26 th March
Mid year reporting	
SSG PT interviews	Wed 24 th & Thur 25 th June
Term 3 SSG	Wed 24 th & Thur 25 th June
SSG PT interviews	Wed 9 th & Thur 10 th December

2016

Term 1: 27 January (school teachers start) to 24 March *

Term 2: 11 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

2017

Term 1: 30 January (school teachers start) to 31 March *

Term 2: 18 April to 30 June

Term 3: 17 July to 22 September

Term 4: 9 October to 22 December

Lunch Orders

The Handy Store, Raymond Street Sale provide lunch orders each Monday for students at the Main school in Raymond Street including the Port of Sale Building.

Mowgleys Milk Bar, Raglan St provide lunch orders each Monday for students at the Guthridge Parade Campus.

Price lists will be provided with the fortnightly bulletin early term 1. The price list may be access through the school website at www.salesds.vic.edu.au

Order your lunch on an **envelope**; put the correct money inside **wrapped in glad wrap or foil**, and place in the “Shop Orders” basket at School by 10.am. Lunches will be available at 12.30pm.

MONDAYS ONLY

HOT FOOD	COST	EXTRA	COST
Meat Pie	\$ 3.50	Chips small	\$ 2.00
Sausage Roll (Home Made)	\$ 3.00	Fruit Salad	\$ 6.00
Chicken Schnitzel Sandwich	\$ 7.50	Cakes	\$ 3.00
Lge chunky Beef Pie	\$ 5.00	Slices	\$ 3.00
Roast Pork Roll	\$ 8.00	Finger Bun	\$ 3.00
Sauce: No Charge			
SALAD PACKS			
Chicken Ceasar Salad	\$ 8.00		
Pumpkin & Fetta Tandoori Chicken	\$ 8.00		
SANDWICH & ROLLS			
Garden Salad	\$ 5.50	ROLLS	
Egg & Lettuce	\$ 5.00		
Ham & Chutney	\$ 4.50		
Chicken Salad	\$ 5.50		
Salad & Meat	\$ 5.50		
Corned Beef & Pickle	\$ 5.00		
Ham & Cheese	\$ 5.00		
Ham, Cheese & Tomato	\$ 5.00		
Mixed Sandwiches	\$ 5.00		
Wraps	\$ 8.00		
Cheese	\$ 3.50		
DRINKS			
		Water	\$ 3.00
		Big M small	\$ 2.50
		Big M Large	\$ 3.50

Peanut Butter	\$ 3.00
Vegemite	\$ 3.00
Extras Avocado, Cucumber,	\$ 0.30
Pinapple, Sundried Tomato,	\$ 0.30
Onion, Egg	\$ 0.30
Toasted: No extra charge	

Price list effective from
2nd March 2015

No lollies, ice cream, frozen drinks, soft drinks or icy poles supplied.

Infectious Diseases

Infectious Diseases

Parents frequently ring seeking information on how long children must stay away from school when suffering from certain diseases.

The following table indicates the minimum period of exclusion from schools and children service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. If your child is unwell please keep them at home to ensure the health of other children and staff in the school.

Disease or Condition	Patient shall be excluded from school	Exclusion of Contacts
Chickenpox	Until fully recovered or at least one week after the eruption first appears	Not excluded
Conjunctivitis	Until discharge from eyes has ceased (acute infectious)	Not excluded
Diphtheria	Until receipt of a medical certificate	Domiciliary contacts excluded until investigated by the medical officer of health or a health officer of the department and shown to be clear of the infection
Giardiasis (diarrhoea)	Until diarrhoea ceases	Not excluded
Hepatitis(infectious hepatitis)	Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	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
Meningococcal infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours

Mumps	Until fully recovered	Not excluded
Pediculosis (head lice)	Until appropriate treatment has commenced	Not excluded
Pertussis (whooping cough)	Until 2 weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	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.
Poliomyelitis	Until at least 14 days after onset of illness or until receipt of a medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has commenced	Not excluded
Rotavirus (diarrhoea)	Until diarrhoea ceases	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Shiglla (diarrhoea)	Until diarrhoea ceases	Not excluded
Streptococcal infection (inc. Scarlet fever)	Until receipt of a medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of a medical certificate from a health officer of the department that the child is not considered to be infectious	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the medical officer of health or a health officer of the department considers exclusion to be necessary