

# Coburg West Primary School



## Information Handbook

## VISION

*At CWPS our community of lifelong learners, are preparing for their future. Learning experiences encourage us to think critically, creatively and to problem solve, whilst demonstrating academic excellence. Our school supports students to be engaged in an inclusive, safe and respectful learning environment of global citizens.*

# **Coburg West Primary School**

## **COBURG WEST PRIMARY SCHOOL ENROLMENT HANDBOOK**

### **Introduction:**

Welcome to Coburg West Primary School. You have chosen to enrol your child in a school which has a long history of successful education. Its success is based on many factors including a secure, safe learning environment, caring teachers, respect for each other, enjoyment and challenges.

Established in 1917, Coburg West Primary School is located in Reynard Street in the northern suburbs of Melbourne.

Parents/carers are encouraged to participate in their child's education and this can be done in many ways including helping in classrooms, Coburg West School Community Group, School Council Membership, working bees and assisting on excursions.

Your child will face many new challenges throughout their school life. It is important that you encourage them to be independent and accept responsibility for the decisions they make.

This enrolment handbook will provide you with information on a range of issues related to the day to day operation of the school. Please feel free to seek further clarification to ensure you clearly understand the school organisation.

We hope you and your child enjoy your time with us and we look forward to continuing the positive partnership that exists at Coburg West Primary School.

Mark Colagrande  
**PRINCIPAL**

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## **ENROLMENT INFORMATION**

### **CURRICULUM DAYS / PUPIL FREE DAYS:**

The first day of the school year is a Pupil Free Day (as per DET regulation). There are three additional Pupil Free Days during the remainder of the year. Students do not attend school on these days. Parents/carers are advised of the dates of Curriculum Days as soon as School Council approval is given. Parents/carers are required to make alternative arrangements to care for their children. The Out of Hours Child Care Program provides care on Pupil Free/Curriculum Days if there are sufficient numbers booked in.

### **EMERGENCY INFORMATION:**

Your enrolment form has emergency contact numbers. If you or your emergency contacts change employment, address, phone number or emergency contact numbers, for the safety of your child please ensure you update this information at the office. (Refer to medical)

### **ENROLMENT:**

Students attending school in Australia for the first time must present a Birth Certificate and Immunisation Certificate otherwise they will not be admitted. In some circumstances a passport may be required.

### **ENROLMENT CEILING:**

Our school currently has an Enrolment Ceiling of 500 students due to space limitations. Students whose permanent place of residence is closest to our school and siblings receive priority over those who are closer to other schools.

### **ENROLMENT INFORMATION FORMS:**

It is essential that our records show your current address, telephone numbers (both work and home) or other contacts, as well as your Doctor's name and address. Medical details such as allergies, special treatments etc. relevant to your child must be noted. Any changes to this information is required to be notified to the school immediately.

These records are confidential and are kept in the school office. Information sheets may be sent home at the beginning of each school year and it is important that they be completed so that the school can keep this information up to date.

### **LOST PROPERTY:**

Please ensure that all clothing and school needs such as school bag, lunch box and drink bottle are **clearly marked with your child's name**. All items and clothing not claimed is stored in the corridor of the Grade 1/2 area.

Prep items are kept in the Prep bag area in the short term.

### **OUT OF SCHOOL HOURS CHILDCARE:**

The School Council operates an out of school hours childcare program for students enrolled in the school. The program coordinator may be contacted on 9384 6306. The Before School Program operates from 7:15am – 8:55am and the After School Program operates from 3:30pm – 5:55pm. Enrolment forms for each program are available from the program coordinator. An answering machine will take messages outside operation times.

### **PRIVACY POLICY:**

Provided at time of enrolment and also available from the school website.

## **SCHOOL BOOKLISTS & ESSENTIAL EDUCATIONAL ITEMS:**

Each year booklists are prepared and approved by the School Council. The booklist covers the total cost of books, requisites, stationary, internet costs, computer paper and printers. The Department of Education & Training requires parents/carers to pay for essential educational items.

## **SCHOOL OFFICE:**

Our school office staff are available to answer any queries regarding school activities, finance and any other general enquiries regarding the school.

## **RIGHTS & RESPONSIBILITIES:**

These rules, whilst being kept to a minimum, have been designed to make school a safe and happy place for all. At Coburg West, our two school rules are:

- Every child has the right to feel safe; and
- Every child has the right to learn.

Our approach is based on the behavioural management work of Professor Ramon Lewis.

Our two school rules are complimented by our values:

- Respect; Cooperation; Friendliness; Endeavour; Support and Honesty.

## **SCHOOL UNIFORM:**

It is compulsory for students to wear School Uniform. The school uniform colours are purple, yellow and black. The Coburg West Primary School Uniform Policy is located under the Community Policy section of the school website and it is a requirement of the school that your child is dressed in accordance with the policy.

A Plus Schoolwear provides the full range of Coburg West Primary School uniform.

Ordering of the uniform can be made at the shop, via the internet, over the phone or left at the school office.

**APLUS SCHOOLWEAR SHOP - 133 BAKERS ROAD, COBURG NORTH**

**SHOP HOURS: MONDAY, TUESDAY & WEDNESDAY 9.00 - 4.00PM &**

**FRIDAY 9.00 - 1.00PM**

A small selection of second hand items are available on Thursdays at 9:00am. Please see the front office.

ALL student clothing should be labelled. Long hair should be tied up. As part of our Sunsmart Policy, students must wear a bucket or wide brimmed hat during Terms 1 and 4. Sunsmart hats are expected to be worn at all break times, sport sessions and excursions. The sport uniform consists of the school shorts, t-shirt and runners.

We have a 'No hat, no Play' policy during Terms 1 and 4.

#### **TERM DATES:**

Term dates for 2020 are:

Term 1	28 <sup>th</sup> January – 27 <sup>th</sup> March
Term 2	14 <sup>th</sup> April – 26 <sup>th</sup> June
Term 3	13 <sup>th</sup> July – 18 <sup>th</sup> September
Term 4	5 <sup>th</sup> October – 18 <sup>th</sup> December

#### **TOILETING:**

Students are expected to be toilet trained when they come to school and should be able to change clothing independently should an accident occur. Spare clothes are kept in the first aid room for students from Prep to Grade 6. In the case of soiling that would necessitate the child being washed, parents/carers will be contacted and requested to come to school to collect their child.

#### **SCHOOL TRANSFERS:**

All school transfers are handled by the Office. Please let the school know if your child is transferring to another school. The new school will contact us regarding an official transfer for your child.

### **TRANSITION (Kindergarten - Prep, Primary - Secondary):**

Liaison with local kindergartens and child-care centres enables pre-school children to take part in school based activities prior to their admittance to school. Students enrolled for Foundation/Prep grades are able to visit the school during October and December so that they may become familiar with the classrooms and the school environment.

During the Grade 6 year, the local post-primary schools organise the transition program. For information about this contact the Grade 6 transition coordinator.



### **TRANSITION (Year level to year level):**

There are a variety of cross age activities that occur across the school to support students moving from year level to year level. During the last week of term the students will then spend a session meeting their teacher (where possible) and class peers for the following year. Throughout the year cross age activities are implemented, allowing students across the school to get to know each other.

# **ASSESSMENT AND REPORTING**

## **THE LEARNING NEEDS**

### **EVALUATION:**

At Coburg West Primary we have a rigorous whole school approach to assessment utilising a range of assessments. This ensures a comprehensive understanding of the learning needs of each student is achieved. Assessment instruments include benchmark testing in core learning areas, pre and post unit assessment, classroom work, work samples and observation. Student self assessment is a feature of our approach to student monitoring.

All gathered data is regularly analysed and used to inform our evidence based approach to teaching as well as our extensive staff professional learning program.

### **NAPLAN, National Assessment Program for Literacy and Numeracy:**

NAPLAN is a national assessment implemented in May of each year for students in Grades 3 and 5. Students are assessed in Numeracy, Reading Comprehension, Writing, Spelling and Grammar. The school and parents/carers are provided with NAPLAN results, usually in October each year.



**PARENT/TEACHER INTERVIEWS:**

Parent Information evenings are arranged early in Term 1 while Parent/Teacher Interviews are arranged during the mid-year. A written report is provided prior to the mid-year parent/teacher interviews and forms the basis of parent/teacher discussion. Interpreters are available during these interviews for those who request them. At other times parents/carers are always welcome at our school to discuss their child's progress. If you wish to speak to your child's teacher, please contact the office for an appointment. Teachers are not able to speak to parents/carers during their teaching time so a mutually convenient time will be arranged for you.

**FOUNDATION/PREP EARLY YEARS ASSESSMENT FOR LITERACY AND NUMERACY:**

The Department of Education and Training requires all Foundation/Prep students to be assessed for their entry level Literacy and Numeracy knowledge. This assessment takes place in February. Teachers will discuss and arrange assessment times with parents/carers. Arrangements for the commencement of the Prep school year will be discussed during Prep/Foundation Transition.

**PROMOTION POLICY:**

Generally, students are promoted each year to the next grade level. Occasionally teachers will recommend that a student may benefit by spending an extra year at a particular grade level based on social, academic and general developmental needs. In this case, parents/carers will be consulted. The final decision regarding a student repeating a particular grade rests with the parent and Principal.

**REPORTS:**

Parents/carers will receive a formal written report in June and December. The report is designed to inform parents/carers of their child's progress at school and it is the basis for discussion at mid year Parent/Teacher Interviews. Students are encouraged to be part of these discussions.

# **CORRESPONDENCE / COMMUNICATION**

## **GRADE TEAM NEWSLETTERS:**

The area newsletter contains information specific to the grade area that your child is in and is made available on the school website. Important dates, content which will be taught and handy hints are often included to support your child at home. A specialist newsletter is also distributed throughout the year to inform families of the specific activities and programs that your child will participate in for Performing Arts, Visual Arts, Italian or Greek and Physical Education.

## **SCHOOL NEWSLETTER:**

Our newsletter is available online and is updated fortnightly on Fridays. In addition to news about the school and a diary of forthcoming events, samples of students work may be included. Parents/carers may submit information or notices to the newsletter by the Wednesday prior. There is advertising space available for sale in our newsletter. Contact the school office if you are interested.



## **NOTICEBOARDS:**

Our Coburg West School Community Group and Canteen also provide information on their noticeboard located in the main building corridor near the Office.

## **SUGGESTIONS:**

Parents/carers who have suggestions for further developing the school should talk to the Principal, teachers or members of the School Council.



# CURRICULUM

## **CURRICULUM : Victorian Curriculum**

The curriculum at Coburg West Primary School is currently based on the Victorian Curriculum. Victorian Curriculum documents describe all essential learning for Victorian school students from Years Prep to 10.

## **VICTORIAN CURRICULUM OVERVIEW**

<u>Learning Areas</u>	<u>Capabilities</u>
The Arts	
<ul style="list-style-type: none"><li>• Dance</li><li>• Drama</li><li>• Media Arts</li><li>• Music</li><li>• Visual Arts</li></ul>	<ul style="list-style-type: none"><li>Critical and Creative Thinking</li><li>Ethical</li><li>Intercultural</li><li>Personal and Social</li></ul>
English	
Health and Physical Education	
The Humanities	
<ul style="list-style-type: none"><li>• Civics and Citizenship</li><li>• Economics and Business</li><li>• Geography</li><li>• History</li></ul>	
Languages	
Mathematics	
Science	
Technologies	
<ul style="list-style-type: none"><li>• Design and Technologies</li><li>• Digital Technologies</li></ul>	

## **LEARNING AND TEACHING AT COBURG WEST**



At our school, teachers plan together on a weekly basis and regular whole school Professional Learning is undertaken. Our focus is school wide development and implementation of informed, strategic and shared classroom practice.

Students are encouraged and supported to set learning goals and to regularly confer with both their peers and their teachers. Learning goals reflect student current achievement, interests and knowledge.

## **Literacy**

Literacy is critical to a student's education and supports development in all curriculum areas. At Coburg West we achieve a balanced approach to teaching literacy through the following research based practices:

- Extensive, school wide ongoing assessment and monitoring of the development of all students. Assessment informs our focus on continuous improvement and tailored program development and delivery.
- Explicit, daily teaching and modelling of reading and viewing, writing, speaking and listening and word study strategies.
- Small group instruction in reading and writing allowing for differentiated learning, balanced with whole class and individual learning opportunities.
- Opportunities for independent reading and classroom discussions to promote critical analysis and discussion and individual goal setting.
- A whole school approach to teaching both reading comprehension and writing, supported by team planning and regular professional learning.
- A whole school approach to teaching spelling and word study.
- An oral language development program.
- Extensive library, classroom library and online resources to engage students and support them in their learning.
- Access to digital literacies and the use of digital technology to enhance learning.
- A positive home-school partnership is fostered through our home reading program.

## Numeracy

Our Mathematics policy is based on the belief that Mathematics is integral to participation in modern society. The development of student knowledge, skills and personal confidence is a core focus at Coburg West Primary.

Our research based approach to the teaching of mathematics includes:

- Extensive, school wide ongoing assessment and monitoring of the development of all students. This allows us to focus on continuous improvement and tailored program development and delivery.
- Explicit, daily teaching of numeracy utilising a school wide lesson model based on the phases of launch, explore, explain.
- Whole class modelling and explanations of mathematical understandings.
- Small group instruction allowing for differentiated learning.
- The opportunity to work with others in cooperative partner and small group learning situations
- Extension programs for selected students
- An emphasis on problem solving, the use of concrete materials in all learning phases and the application of mathematical knowledge in authentic, real world situations.
- A whole school scope and sequence document based on best practice approaches in core areas of mathematics study including place value, number operations and problem solving.
- Extensive concrete manipulative and digitally based resources to engage students and support them in their learning.

We recognise the important role parents/carers play in the development of numeracy skills in their child/ren and provide regular term level newsletters, home practice ideas and regular parent teacher interviews and written reports.

## **Inquiry**

Inquiry studies brings together a range of learning areas including history, cultural studies, geography, economics and science. Incursions, excursions and research stimulate interest and curiosity in this area of study.

Students explore the world around them and develop their creative, research and critical thinking skills through exploring units of work together. Teams study cross curriculum units of work in depth for extended periods of time. Students are encouraged to pose questions, critically analyse information, debate points of interest, develop empathy and an understanding of others and utilise feedback in producing high quality work.

Further information is available on the school website at [www.cobw.vic.edu.au](http://www.cobw.vic.edu.au)

## **SPECIALIST PROGRAMS**

### **Languages : Italian and Greek**

At Coburg West Primary we offer students the choice of Italian or Greek language and cultural studies taught by trained specialist staff. Both languages are offered from Foundation /Prep to Grade Six for one hour per week.

Topics studied in lower grades include greetings, numbers, colours and a variety of themes that support wider classroom programs. At senior levels a more advanced language and cultural language program is introduced. Digital technologies are utilised within the languages program. The school enjoys a positive relationship with a sister school in Italy and is part of a network of schools using the CLIL approach to teaching.

Further information can be located on our school website at [www.cobw.vic.edu.au](http://www.cobw.vic.edu.au)

## **Physical Education**

Coburg West has an extensive Physical Education program providing opportunities for active participation, skill development and exercise for all students.

Our full size indoor basketball court and hall are utilised for weekly Physical Education sessions for all grades, implemented by a trained PE teacher. A swimming program is provided for Grade 3-4 students along with a sport program where students are encouraged to undertake leadership roles.

Foundation year students are provided with a weekly Perceptual Motor Program during Term 2 and 3 in which parents/carers are encouraged to participate. Senior students participate in inter school sport, house sport competitions, cross country events and athletics carnivals.

Coburg West Primary celebrates physical activity and places emphasis on:

- Fun, enjoyment and a measure of success for all
- Skill acquisition and development
- Positive sporting behaviour, cooperation and respect for others.

Activity equipment is provided for use in the school yard.

## **Visual Arts Program**

The F-6 Visual Arts program provides opportunity for students to express themselves creatively using a range of mediums and techniques. Skill development is encouraged and all students are provided with a weekly lesson in our dedicated Visual Arts space.

A highlight of our Visual Arts program is our Art Show held every second year. Student achievement is celebrated in displays throughout the school and there are many opportunities to contribute to collaborative artworks to enhance the Coburg West school environment.

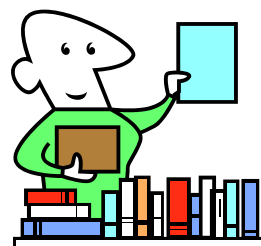
## **Music and Performing Arts**

The Performing Arts program operates from Monday to Friday and each class is timetabled for one hour of weekly instruction. Performing Arts consists of four key components encompassing Music, Drama, Dance and Media Arts. In the Foundation year, students experience Performing Arts through viewing, games and simple tasks. In grades 1-6, students work collaboratively on tasks they plan, rehearse and perform. End of term school concerts are a feature of our music program. Coburg West Primary has its own Choir, Drum Band, Rock Band and String Ensemble. Students of all ages are encouraged to participate. There are many opportunities for your child to learn an instrument at CWPS. Please see the office for a list of instructors available.

Further curriculum information can be located on our school website at [www.cobw.vic.edu.au](http://www.cobw.vic.edu.au)

## **LIBRARY:**

All classes participate in library lessons that are taken by the class teacher. It is important that students remember to return their library books in bags (provided by the Government in the Foundation year).



## **DIGITAL TECHNOLOGIES:**

Students use their digital skills to support their learning across the curriculum. Digital technology is available for pupils at all grade levels. The school has a network of stand alone computers, iPads and notebooks with multi-media software and access to the internet in all classrooms. There are also computers in the library which provide access to the library catalogue and also to the school network. Students enjoy a weekly digital technology session with their class teacher and on alternate weeks with the Digital Technology specialist. Students and parents/caregivers are required to sign an Internet Code of Practice. This provides guidelines for student use of both the internet and email and ensures the safety of students and staff using this form of communication and information. The Coburg West website is [www.cobw.vic.edu.au](http://www.cobw.vic.edu.au)

## **CAPABILITIES:**

The following capabilities are incorporated into learning across the curriculum and are an integral part of our school values and SRC programs.

- Critical and Creative Thinking
- Ethical Awareness and Capabilities
- Intercultural Awareness and Capabilities
- Personal and Social Capabilities

## **WELLBEING PROGRAM:**

The wellbeing program consists of resource materials and strategies to teach our students the personal skills that underpin **resiliency**, and the capacity to ‘bounce back’ after encountering problems and difficulties. Our program is taught in units focusing on nurturing the values and qualities of friendliness, respect, support, endeavour and honesty in our students. Our program centres around positive thinking, goal setting and restorative justice which is the basis of our behaviour management.

Our values are:

*Friendliness*

*Support*

*Respect*

*Endeavour*

*Honesty*

*Cooperation*

## **OUR TWO SCHOOL RULES ARE:**

*Everyone has a right to feel safe.*

*Everyone has a right to learn.*

Students are encouraged to develop self awareness and self management skills in their classrooms and in the yard. Cultural diversity is acknowledged. Students are supported to develop a range of decision making skills.

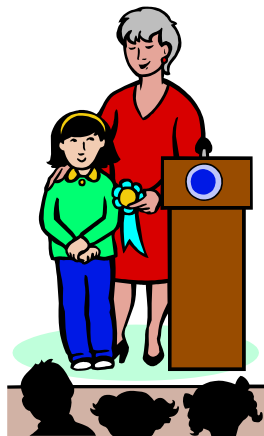
# **DAILY ROUTINES**

## **STUDENT ABSENCE:**

When a student is unable to attend school, the Department of Education and Training policy requires that you please advise the school through COMPASS or alternatively an absence note, email or phone call be provided. This should state the reason for the student's absence and be dated and signed by the parent or the student's legal guardian. If a student is going to be away for an extended holiday please let the school know in writing prior to going.

## **ASSEMBLIES:**

Whole school assemblies are held on Mondays at 9:00 am in the school gymnasium. Assemblies are sometimes called at other times such as the end of a school term. Parents/carers are always welcome to stay to listen to the news and announcements. Students who are late for assembly should remain at the back of the assembly area and only join their class after the assembly is completed. All students should go directly to the gym assembly area on Monday morning, rather than to their class line up position.





**BELL TIMES:**

Students are required to be in the school ground by 8:50am and be ready for grade or school assemblies that commence at 9:00am. Other bell times are as follows:

8:57am	Morning Music
9:00am	Assembly - whole school Monday
11:00am	Morning recess
11:27am	Warning Music followed by bell
11:30am	Resumption of classroom activities
1:30pm	Monitors collect lunch orders
1:30pm	Students eat lunch inside.
1:40pm	Lunch break.
2:27pm	Warning Music - games stop, students go to line followed by the bell
2:30pm	Resumption of classroom activities
3:30pm	Dismissal

**SCHOOL SUPERVISION TIMES:**

The school yard is supervised from :

8:45am	-	9:00am
11:00am	-	11:30am
1:40pm	-	2:30pm
3:30pm	-	3:45pm

For safety reasons, please do not leave your children at school unsupervised before 8:45am or after 3:45pm. For safety reasons parents/carers and students are encouraged to leave the school yard as soon as possible each afternoon.

**BRAIN FOOD:**

Please provide your child with a piece of fruit or vegetable in bite size/edible pieces. This will be eaten at approximately 12:30pm daily.

**CANTEEN:**

Currently we are providing a lunch order and an over the counter service on Wednesdays, Thursdays and Fridays with students pre-ordering lunch the day before. Menu and general canteen information can be located in the school fortnightly newsletter and found on the school website. We are hoping to launch the QKR app to facilitate online ordering.

**DISMISSAL TIMES:**

Daily dismissal time is 3:30pm.

At the end of each term dismissal time is 2:30pm whilst at the end of the year there is a 1:30pm dismissal. Parents/carers are advised through the newsletter of any change in the usual time of dismissal of students.

**EARLY RELEASE OF STUDENTS:**

Students are not permitted to leave the school before normal dismissal time unless they are collected by a parent or authorised adult. For the safety of students, parents/carers or authorised adults must call at the office and register before collecting children from the classroom. It is necessary for people, other than the parent, collecting students to have identification with them when picking up students and for the parent to have notified the school by letter or phone.

**LATE PASS:**

Students who are late for school must report to the main office before they go to their classroom to receive a Late Pass. It is essential for students to be punctual daily to establish good habits and allow the school day to begin quickly without disruptions.

**LUNCHTIME ARRANGEMENTS:**

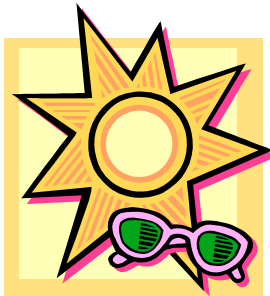
Lunch is eaten in the classroom between 1:30 and 1:40pm.

**RUBBISH:**

We encourage students to bring food without wrappers to school. If they have food with wrappers, students are to throw the wrapper in the classroom bin before they go outside.

**WET DAYS/ DAYS OF EXTREME HEAT:**

On wet days, students will be supervised inside. On days of extreme heat, students are given quiet activities to keep them as cool as possible. Much of the school is air-conditioned or has fans. The dismissal time is always 3:30pm except at the end of term. Notification of end of term early dismissal is provided in the school newsletter, available on the school website weekly located at [www.cobw.vic.edu.au](http://www.cobw.vic.edu.au)



## **EXTRA - CURRICULAR ACTIVITIES**

### **OUTDOOR EDUCATION PROGRAM:**

Students from Grades 2, 4 and 6 have the opportunity to participate in one camp per year.

The students in Grade 2 attend a one day camp experience day, students in Grade 4 and 6 attend a two-night camp.

A camp information session may be held prior to the camp. A staff member from Grades 2, 4 & 6 will co-ordinate their respective camps. The Business Manager will co-ordinate camp finances.

### **CHOIR:**

Students have the opportunity to participate in the school choir. The choir performs at school concerts and assemblies.

### **DRUM BAND:**

Our drum band enjoys a long and positive tradition at Coburg West. Generally they are students from Grades 4 - 6 who make up the drum band. They play at assemblies and end of term concerts and practise under teacher supervision.

### **STRING ENSEMBLE:**

Our string ensemble members receive expert tuition and students of all ages are encouraged to join with the opportunity to perform at assembly each week.

### **EXCURSIONS/VISITORS TO SCHOOL:**

Excursions are arranged by class teachers and/or specialist teachers to compliment the themes being studied in the classroom.

A signed permission form is required to participate in each excursion. Visitors from theatre groups, performing artists and guest speakers are invited to the school to further enhance the school curriculum. Parents/carers are informed, as early as possible, of the planning of these activities through the newsletter and via COMPASS. Consent can also be given and payments made via COMPASS or the front office.

### **GARDENS:**

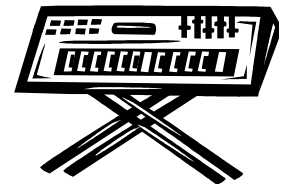
At Coburg West we are very proud of our gardens. The students are involved in caring for the gardens and take great pride in them. We have a number of working bees to help maintain the gardens or to create new sections. A note will go into the newsletter informing parents/carers of working bee dates. Your assistance at one working bee a year will help keep our school attractive and safe for our students.

### **PRIVATE MUSIC LESSONS:**

Private lessons in classical guitar, violin, drums, keyboard, cello and saxophone are offered at Coburg West Primary School. Instruction occurs between 3:30pm and 6:00pm on weeknights. Information on this program can be sourced from the office.

### **ROCK BAND:**

Our Performing Arts teacher coordinates the school rock band. Students in the rock band are drawn from Grades 4 – 6 and have the opportunity to perform at school and outside venues.



**SPECIAL EVENTS:**

Each year the school holds a variety of special events. These events may involve all or part of the school and have included such activities as parades, Literacy & Numeracy Week, Book Week, Science Week, Curriculum evenings and special events. There is also a graduation evening for students in Grade 6 and a celebration for Foundation/Prep students celebrating '100 days of Prep'. Information regarding special events will be included in the newsletter and via COMPASS prior to these activities. Parents/carers are always welcome to attend these functions.

**SPORT:**

Grade 5/6 students are involved in sport sessions once a week. This involves either representing the school in Interschool Sport competitions or sporting activities at school. A wide range of sporting activities is available including Netball, Football, Soccer, Softball, Cricket and Modified Volleyball.

Students not taking part in interschool sport will be involved in house sports. Students will be required to wear sport uniforms for both interschool and house sport. Emphasis is on fitness, enjoyment, fair play and good team spirit. Students in Grade 6 are generally given first preference for interschool sport teams.

**STUDENT REPRESENTATIVE COUNCIL (SRC):**

One student from Grades Foundation/Prep to Grade 6 are elected by the students from each year level to represent their grade for the year. Meetings are held regularly and recommendations are made to the appropriate decision making bodies within the school. Students are involved in fundraising and school initiatives such as safe yard behaviour and garden development and charity fundraising.

**FUNDRAISING:**

Our Coburg West School Community Group work in association with the School Council to raise funds for school equipment, grounds development and for recognised charities e.g. Royal Children's Hospital and Children with Cancer.

**SOCIAL SERVICE:**

From time to time, parents/carers and students are asked to support particular Social Service Activities/ Appeals.

**SWIMMING PROGRAM:**

A swimming program is conducted for the students in Grades 3 and 4. The program is based on the Auswim Program. Students travel by bus to the venue and lessons are taught by qualified instructors.



## **MEDICAL**

### **ACCIDENTS TO STUDENTS (AND ILLNESS):**

When a student is injured at school the duty teacher refers the student to the school nurse. If required the school will contact the parent/carer to come and collect the student from the First Aid room. If the parents/carers cannot be contacted the emergency contact person will be notified. For the safety and care of children, it is essential that the school have accurate, up to date information about telephone numbers, addresses and contact persons. Serious injuries may require an ambulance to be called. We strongly recommend that you have Ambulance cover as costs are a parental responsibility.

If your child is ill, he/she should not be sent to school. If your child becomes ill while at school you will be contacted by the school and the student will need to be collected from the First Aid room.

**N.B.** Infectious Diseases information is included in the appendices at the back of this handbook.

**ANAPHYLAXIS:** (See attached policy)

### **ASTHMA:**

As part of our approach to the management of Asthma within the school, the following guidelines are provided:

1. Parents/Carers of students who suffer from Asthma are required to complete an asthma management plan in consultation with the treating doctor and provide a copy to the school.
2. We file the plans for reference if an emergency occurs.
3. Older students generally have responsibility for their own asthma medication. For younger students, asthma medication is kept in the first aid room.



4. On excursions and camps students must be able to administer their own medication and should carry it with them. Details and arrangements for this are organised prior to excursions and camps.
5. The school has a spacer but does not have a nebuliser available. If students need to use an asthma pump they must be provided and monitored by parents/carers.
6. In the event of an emergency, an ambulance will be called, the cost of which is the responsibility of the parents/carers. We advise that Ambulance Insurance should be obtained.
7. It is the responsibility of the parents/carers to ensure that medication is up to date and available at school.

#### **FIRST AID:**

The school nurse and staff who are trained in first aid duty have first aid supplies available in the First Aid Room. Students are not allowed to attend to their own needs nor are students permitted in the First Aid Room without permission. It should be noted that the school provides first aid only and not medical treatment for old injuries. If a student has had a head injury then parents/carers will be contacted to inform them of the injury. Students who are unwell should be kept at home. Students requiring medication to be administered at school must have a completed medication proforma available at the office. Responsible adults should deliver and collect medication at the office. Spare uniforms are kept in the first aid room for Prep to Grade 6 students in case of an accident.

#### **HEADLICE (Nits): See also Appendix 2 page 45**

From time to time all schools experience an outbreak of Nits or Headlice. Please inform the office if your child has Headlice so that a note can be sent home to the grade. Please read the Newsletter or contact the office for further information. Parents/carers are expected to treat headlice before students return to school. Regular follow up checking is required by parents/carers to prevent re-infestation. Parents/carers must sign a permission form before their child can be inspected.

### **IMMUNISATION CERTIFICATES:**

When Foundation/Prep students enrol, parents/carers must provide an Immunisation Certificate from the Health Department of your local council, or Medicare. This is a Government regulation and DET requirement.

### **INFECTIOUS DISEASES:**

Included in the appendices at the back of this handbook is an information sheet about infectious diseases. This sheet indicates the time during which patients and contacts must be excluded from school.

### **MEDICAL INFORMATION:**

For the care and safety of all, please keep your child's teacher and staff members informed and up to date with relevant medical information referring your child.

### **MEDICATION:**

ALL MEDICATION MUST BE BROUGHT TO THE MAIN OFFICE by a responsible adult with the exception of Asthma Medication which older students keep in their possession/classroom.

Staff are only allowed to administer medication to students on written advice from parents/carers. A proforma is available at the office. Hand written notes are not sufficient. The responsibility for coming to the office for this does rest with the parent/student. If you think your child may forget, ring the school at the time and we will call them to the office immediately. As you would appreciate, we cannot be responsible for reminding students about the time of taking medication. Students must not be in possession of any type of medication at school, with the exception of Asthma Medication, without consultation with the Principal.

The DET advises that there is a need for close monitoring of the use of analgesics taken by school students. The school DOES NOT supply analgesics. Analgesics will not be administered without written authority. A medication note is available from the office.

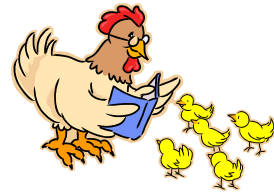
Students suffering from asthma, anaphylaxis, allergies and diabetes are required to have a management plan detailing medication, action in case of emergency etc. If your child requires one of these plans, please notify the main office. Please make sure you regularly check that your child's puffer is up to date and still has measured doses. It is the parents/carers responsibility to monitor their child's puffer use.

A policy to manage Severe Allergy students is in place.

#### **SCHOOL MEDICAL SERVICE (School Nurse):**

The School Medical Service visits the school each year. All Foundation/Prep grade students will receive a medical information card that parents/carers are requested to sign and return to the school prior to the examination date. Students from Grade 1 to Grade 6 may be referred to the School Medical Service. Should a class teacher wish to refer your child, the reasons for the referral will be discussed with you and you will receive a medical information card to complete.

# **PARENTAL INVOLVEMENT**



## **PARENTAL INVOLVEMENT:**

We are fortunate to have many parents/carers helping the students and teachers in the classrooms at Coburg West Primary School. Involvement includes activities such as listening to students read, typing stories, helping with small groups, working in the library, English, Maths and Digital Technology programs. There are many ways parents/carers can help and we are always pleased to hear from any parents/carers willing to do so. You may also be interested in School Council, Coburg West School Community Group or working bees. A variety of curriculum information/activity evenings are conducted throughout the year.

The Department of Justice has introduced “Working With Children Check” (WWCC) for both volunteers and paid workers where they engage in child related work. For ALL parent volunteers a WWCC is required.

## **COBURG WEST SCHOOL COMMUNITY GROUP:**

The Coburg West School Community Group is the official parent club at Coburg West Primary School. This club has representation on committees within the school. Parents/carers are encouraged to join the Community, as it is one way of being involved in the school. The Community meets regularly, at an advertised time in the community room. We thank parents/carers for their assistance in the past and look forward to your support in the future.

**SCHOOL COUNCIL:**

It is important that teachers and parents/carers work together so that the school may provide the best education for students. The School Council controls school finances and approves school policy. School Council is made up of ten non DET members, four DET members and the Principal.

**SCHOOL FETE:**

The Coburg West School Community Group organise a school fete every two years. They need as many families involved in planning as possible. Look out for information as it is shared.

**WORKING BEES:**

During the year, the Buildings and Grounds Committee of the School Council organises working bees. All parents/carers and students are asked to support these working bees when they occur to help make our school more attractive and safer for our students. (Refer also to Gardens).

**POLICIES AND PROCEDURES**

## **BEHAVIOUR OF STUDENTS**

Our expectations of student behavior are based on the work of Professor Ramon Lewis:

Two Rights:

1. Everyone has the right to be safe
2. Everyone has the right to learn

Two responsibilities:

1. Personal Responsibility – I do the right thing
2. Communal Responsibility – I help others to do the right thing

## **PROGRAM FOR STUDENTS WITH DISABILITIES POLICY: (PSD)**

The school follows Department of Education and Training guidelines for children with special needs in the school. Contact the Assistant Principal for details. The program is called 'Program for Students with Disabilities' (PSD).

## **PUPIL WELFARE:**

The school has access to a range of professional personnel including a Speech Therapist and an Educational Psychologist. Referrals for these services are made through the school and after consultation with parents/carers. The availability of these resources is dependent on staffing and funding.

See the Assistant Principal for further information.

## **COBURG WEST STRATEGIC PLAN:**

The Strategic Plan is reviewed every 4 years. Priority areas are currently English, Maths, Community Engagement and Student Voice and Agency.

**SUNSMART POLICY:** Refer to Uniform Policy and online.

# **SAFETY AROUND THE SCHOOL**

## **BALL GAMES:**

Ball games are not to be played in the courtyard or under covered walkways. Only Prep students can play games at the front of the school using soft balls.

## **BICYCLES AT SCHOOL: (Including Skateboards, Rollerblades and Scooters)**

Bicycles etc, are not to be ridden in the school grounds. Provision is made for the storage of bikes and scooters during the day.

## **CAR PARKS:**

For the safety of all, school car parks are for the use of staff and deliveries only. **Students and parents/carers are not to walk through any car park;** they should use the pedestrian gates whenever arriving and exiting the school. Parents/carers are reminded that they should park legally and with care for the safety of themselves and others. Parents/carers **should not park** in the school carpark while waiting to pick up their children.

## **DISASTER PLAN:**

A disaster plan has been established at the school and drills are practiced regularly.

## **DOGS:**

Dogs are not permitted in the school grounds for safety and hygiene reasons.



## **PARKING OF CARS:**

Please read the parking signs carefully when parking your car in Reynard Street and surrounding streets. The Council parking officer will not hesitate to book anyone who is illegally parked. To ensure the safety of our students, the parking officer regularly visits our school both mornings and afternoons.

## **PLAYGROUND EQUIPMENT:**

Coburg West has several play areas with facilities for physical activities as well as separate areas for quieter activities. All equipment is specifically designed for student age groups.

## **SAFETY:**

Students are not permitted in the staff car parks. They must use the crossings at the front and back of the school if crossing a road. Prep students are not allowed to go home by themselves at the end of the school day.

## **SCHOOL CROSSINGS:**

Students who cross Reynard Street on their way to and from school should do so at the pedestrian crossing at the front of the school. The crossing is controlled by a crossing supervisor from the Moreland Council and is provided for the safety of the students. A school crossing is also situated at the rear of the school. Parents/carers should ensure that their children know how to use the crossings correctly. Parents/carers are reminded that they must not break the law by stopping at the crossing to allow their child to get out of the car. Do not stop to drop your child in the area near the traffic lights or in the **No Standing** areas at the rear of the school. Parking is permitted a little further down the street. Parking laws are for the safety of all our students and should be obeyed.



Entry to the front school ground is strictly through the gates opening onto Reynard Street. Please observe the signs in the front carpark and for the safety of your child, do not enter the school via this carpark.

## **SUPERVISION OF STUDENTS:**

Parents/carers should be aware that the school staff provides supervision of students during the school day. Please note this supervision is provided between the hours of 8:45am and 3:45pm. Teachers supervise the front of the school, the courtyard and the back of the school yard during school play and lunch breaks.



## **STAFFING**

### **PRE-SERVICE TEACHERS:**

Teachers in training are often placed at our school under supervision of the regular class teacher. We welcome these students to our school.

### **STAFFING:**

A Staff List is distributed with the newsletter early in the year.

### **EDUCATION SUPPORT STAFF:**

At present the school has Educational Support Staff. Each person is employed on a part time basis and is dependent on DET funding for identified students with disability. The time fraction is determined each year.

### **VISITING TEACHER SERVICE (V.T.S.):**

The Visiting Teacher Service is for children with visual or hearing impairments. Assessment by the relevant section is necessary before the allocation of a Visiting Teacher is made. The frequency of visits by the Visiting Teacher is dependent on the degree of assistance required by the child.

### **VOLUNTARY CONTRIBUTION: (See School Booklist).**

### **WORK EXPERIENCE:**

The Work Experience Program involves students from the local secondary schools. These students spend an allocated time span in the school observing day to day routines. They also spend time with classroom and specialist teachers assisting them in their individual programs.

## APPENDIX 1

### Student Health - Infectious Diseases

Disease or condition	Exclusion from school	Exclusion of contacts
Chicken Pox	Until fully recovered or at least one week after the eruption first appears.	Not excluded.
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased.	Not excluded.
Diphtheria	Until receipt of a medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by the medical officer of health, or a health officer of the Department of Human Services, and shown to be clear of infection.
Giardiasis (diarrhoea)	Until diarrhoea ceases.	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 five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.	Non-immunised contacts must be excluded for thirteen days from the first day of appearance of rash in the last case unless immunised within seventy two hours of 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 forty-eight hours.
Mumps	Until fully recovered.	Not excluded.
Pediculosis (Headlice)	Until appropriate treatment has commenced.	Not excluded.
Pertussis (whooping cough)	Until two 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 twenty-one day after the last exposure to infection if the contacts have not previously had whooping cough or been immunised against whooping cough.
Poliomyelitis	Until at least fourteen days after onset of illness and 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 five days after onset of rash.	Not excluded.
Scabies	Until appropriate treatment has commenced.	Not excluded.
Slapped Cheek	No exclusion	Pregnant women & people who are immune suppressed or who have chronic haemolytic disorders who have come in contact must seek medical advice.

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 of Human Services that the child is not infectious.	Not excluded.
Typhoid and Paratypoid	Until receipt of a medical certificate of recovery from infection.	Not excluded unless a medical officer of the Department of Human Services determined exclusion is necessary.

## **APPENDIX 2**

### **HEADLICE AND NITS: (PEDICULOSIS):**

Since the cessation of the Head Lice Subsidy Program in January 1992, many municipal Councils have no longer been funded to conduct head lice screening and treatment programs in schools. The Health Department of Victoria has sought to emphasise that primary responsibility for head lice control belongs to families.

Agreement has been reached with the Health Department Victoria to provide the following guidelines to schools:

1. Parents/carers are obliged, through Health Regulations, to inform the school if their children have head lice.
2. The school undertakes to inform parents/carers when cases of head lice are identified and to provide up to date information and recommendations in the control of head lice.

### **TREATMENT:**

Lotions may be obtained from the local pharmacy.

### APPENDIX 3 - PARENT INVOLVEMENT LETTER:

Dear Parents/Carers,

Thank you for agreeing to assist us with programs in the school.

The information provided below should be of assistance in making your participation in the school more enjoyable and productive.

1. If you require any general information about the school or if you need help see the Principal or Assistant Principal.
2. It is important that you notify the teacher concerned if you are unable to attend a particular session - literature, reading, computer, library etc. Ring the school on 9386 1286 and ask the office staff to give a message to the class teacher.
3. Any concerns about student behaviour must be referred to the class teacher. Students must be referred to the classroom teacher if they wish to leave the room at any time. Teachers must know where students are at all times.
4. A handwriting sheet is available that gives examples of the correct writing style. Parents/carers who assist in classrooms need to provide student with a correct writing model.
5. It is critical that what is observed in classrooms is kept confidential. It is unsettling for parents/carers if another parent makes a comment about their child out in the community. If you have any questions or concerns go to the classroom teacher for clarification.
6. Repair of resources - if you find a book in need of repair put a note in the book and leave it with the class teacher. Please do not repair it with sticky tape.
7. Please check with classroom teachers before bringing pre-school children into the classroom. Pre-school children are the responsibility of their parents/carers whilst at school and need to be kept away from any dangers in the buildings or the yard. Parents/carers who wish to assist with supervision on excursions cannot bring pre-school children with them.
8. Early in the year Classroom Helpers programs are run.

Thank you for your participation in the school program. We hope that you find it enjoyable and I'm quite sure your assistance will be of great help to both students and staff.

Yours sincerely,

Mark Colagrande  
PRINCIPAL

## APPENDIX 4

### LIST OF ABBREVIATIONS

Included below are those abbreviations commonly used in schools, by School Councils and by the Department of Education and Training.

A.E.U.	Australian Education Union
A.C.E.R.	Australian Council of Educational Research
A.C.S.S.O.	Australian Council of State School Organisations
A.P.T.	Administrative and Planning Time
C.R.T.	Casual Replacement Teacher
C.W.P.E.A.	Coburg West Prep Entry Assessment
C.W.S.C	Coburg West School Community Group
DET	Department of Education & Training
E.O.	Equal Opportunity
E.S.	Education Support Staff
E.S.L.	English as a Second Language
E.Y.L.P.	Early Years Literacy Program
G.M.	General Manager
I.L.I.P.	Individual Learning Improvement Program
L.S.L.	Long Service Leave
M.E.A.	Multicultural Education Aides
M.Y.S.	Middle Years of Schooling
N.A.P.L.A.N	National Assessment Program of Literacy and Numeracy
N.E.S.B.	Non-English Speaking Background
P - 12	The School Years P - 12
P.L.	Professional Learning
R.R.	Reading Recovery
S.C.	School Council
S.D.S.	Special Development School
S.E.A.	Student Entry Assessment
S.R.C.	Student Representative Council

S.S.R.C.	State Schools Relief Committee
S.W.C.	Student Welfare Coordinator
V.P.S.S.A.	Victorian Primary School Sports Association
V.T.S	Visiting Teacher Service



## APPENDIX 5

### COBURG WEST PRIMARY SCHOOL SEVERE ALLERGIES POLICY.

#### **Definition of Anaphylaxis:-**

“Constriction / narrowing of airways and blood vessels, swelling of the tongue, resulting in breathing difficulties, rapid pulse, falling blood pressure and even collapse and shock.” Reaction usually begins within minutes of exposure and can progress rapidly over a period of up to two hours or more. Anaphylaxis is potentially life threatening and always requires an emergency response.

#### **RATIONALE:**

It is important for all community members to be aware of anaphylaxis, its symptoms and triggers, and the management of anaphylactic reaction in a school environment.

It occurs when a person is exposed to an allergen [such as a food or an insect bite.] There are 8 foods that account for 90% of allergic reactions; peanut, tree nuts (walnuts, pistachios, cashews, almonds, pecans etc,) fish, shellfish, eggs, milk, sesame and soy. Causes of anaphylaxis include insect stings (bees, wasps, and jumper ants) medication, latex and other.

#### **PURPOSE:**

- To manage anaphylaxis and anaphylaxis sufferers as effectively and efficiently as possible at school in order to minimise anaphylactic reaction. To outline emergency procedures if needed.
- To raise community awareness about allergies and anaphylaxis.
- To provide a safe school environment for students with anaphylaxis.

#### **GUIDELINES:**

##### **For Parents:-**

- Office staff should seek information from parents about allergies as part of health information at enrolment or as part of regular yearly school records information updates.
- Parents will meet regularly with the School Nurse to discuss issues and procedures in the management of students with anaphylaxis.
- Students with medically diagnosed allergies that can cause anaphylactic reactions cannot attend school without the provision of a current ‘Action Plan for Anaphylaxis,’ including a recent photo.
- Parents will be asked to sign an agreement that gives the school permission to post the action plan for their child in discrete places in classrooms, first aid room, staff room, yard duty first aid bags and playground supervision folders.
- Parents will supply the school with a current Epipen. It is the parent / caregiver’s responsibility for the replacement of Epipens due to loss or when they expire.
- Prior to a camp parents must meet with the staff attending.
- Parents of Anaphylactic students may supply some additional food that is appropriate to their child’s needs when attending camp.

**First Aid Coordinator:**

- Epipens will be housed in the medication cupboard in the first aid room. Parents may choose to supply an additional Epipen for discrete placement in the classroom / unit.
- Each student's Epipen is placed in a labelled tray / container with a copy of their management plan.
- The expiry date of the Epipen will be monitored by the Assistant Principal and parents / caregivers reminded accordingly.
- All staff will be provided with information about anaphylactic reaction.
- Copies of the action plan for each student will be kept in the classroom, first aid room, office and playground supervision bags.
- The community will be informed through newsletters and information sessions.
- A parent / student support group will meet at regular intervals.

**For Staff:**

- Several staff and all teacher aides are trained or updated annually in Level 2 First Aid.
- All staff, where practical, will receive regular training in recognising anaphylactic reaction and use of Epipens.
- An education program for all students will be undertaken.
- An assessment will be made of the school environment to identify any areas of the buildings or grounds that may induce anaphylactic reaction.

**Food Sharing:**

- All classroom teachers will discuss with their grade the inappropriate action of sharing food with other students.
- Teachers, where appropriate will plan lessons / activities eg cooking, taking into consideration students with anaphylaxis.
- The following information must be included when notifying parents about shared food being sent to school for an occasion such as a party:- "Parents please be aware that some students may have severe allergies!"

**Camp / Excursions:-**

- An Epipen for **each** student at risk of anaphylaxis is carried by a trained staff member on excursions / camps that the student attends.
- Camp coordinators must ensure camps are aware of the needs of severe allergy students and have procedures in place to cater for this.
- Prior to a camp, staff attending must meet with the parents.
- Information provided to parents must state that all other students are **not** to take snacks or treats to camp, the reason being that there may be some students attending camp that may have a severe allergic reaction to the snacks if they come in contact.

## **EMERGENCY IMPLEMENTATION PLAN:**

### **Information – Action Plans:**

- A copy of the individual student's action plan will be kept in the classroom, first aid room, office and playground supervision folder.

### **Storage:**

- Epipens will be stored in a central location in the first aid room.
- They will be stored in a container with the student's name clearly labelled.
- Epipens must be taken on excursions / camps. It is preferable that parents make Epipens available to OHCC staff when students attend. OHCC staff will take the First Aid room Epipen on excursions if no other is provided.

### **Anaphylactic Reaction – Recess and Lunchtime:**

- Yard Duty First Aid Bags will have yellow photo identification cards of all Anaphylaxis students attached on a key ring. In an emergency, remove appropriate card and send to office via a staff member.
- A two-way voice communicator will be carried in the front, courtyard and back of the playground and also in the first aid room, to allow staff members to access help as quickly as possible. The courtyard staff member will seek help from the staff room.
- When a student is found having an anaphylactic reaction in the playground, the teacher on playground supervision duty will stay with the student and call for help by contacting the first aid room or courtyard staff member who will contact the office or staff room.
- A staff member will go to the first aid room, collect the appropriate named Epipen, management plan, face mask and go to the student suffering the reaction.

### **Epipen Administration**

Check:   Right Drug  
            Right Date  
            Right Dose  
            Right Person  
            Right Route  
            Keep airways clear. Resuscitate if necessary.  
            NB : Some students may have antihistamine first depending on the reaction.

- A staff member will immediately contact the office to ring the ambulance stating that a student has suffered an anaphylactic reaction and the situation is critical. The caller will also state the time that the injection was administered.
- Other available staff should assist with managing students in the playground and meeting the ambulance.
- Senior staff should be informed of the situation.
- Office staff will advise parents / caregivers or emergency contacts.
- All used syringes must be returned to their container and sealed, then given to the ambulance officers with students name and time of injection written on it.

**Anaphylactic Reaction – In Class or Specialist Rooms:**

- Contact the office immediately via intercom for help.
- In the unlikely event of the intercom not working or the office being unmanned, send the orange alert card, (next to each intercom) to the nearest staff member.
- The teacher should immediately ask the teachers of adjoining classrooms to supervise his / her class. All other students should be taken from the room in which the child is having the anaphylactic reaction under the supervision of one of these teachers. One teacher should stay with the anaphylactic child.
- Another teacher should go to the first aid room, collect appropriate named Epipen, management plan, needle stick container, face mask and go to the student suffering the reaction. The assistance of senior staff should be sought.
- Mini First Aid Kits containing, face guard, gloves are available in Library, Adrian deRoss Hall, Prep, Grade 1 and 2 units, Art room, OHCC and Grade 3/4 and 5/6 classes.
- Follow the **Epipen Administration Procedure above**.

**EVALUATION:**

- This policy will be reviewed as part of the school's three-year review cycle.

## VISION

*At CWPS our community of lifelong learners, are preparing for their future. Learning experiences encourage us to think critically, creatively and to problem solve, whilst demonstrating academic excellence. Our school supports students to be engaged in an inclusive, safe and respectful learning environment of global citizens.*