School Address
Dandenong South Primary School
Kirkham Road. (P O Box 1057)
Dandenong 3175
Phone 9792 3726  Fax 9793 2223
Email dandenong.south.ps@edumail.vic.gov.au

Administrative Staff / Principal Class / Sub School Leaders / Leading Teachers

Principal
Assistant Principal
Office Manager
Office Staff
Senior School Team Leader
Middle School Team Leader
Junior School Team Leader
Welfare Officer

Full Staff List is to be found at the end of this document.

ABSENCES: TEACHER
If known in advance, please notify our CRT agency, Resource Ed on 9386 0878, the night, or preferably the day, before any absence. Currently the emergency teacher co-ordinator is the assistant principal. Teachers should use their card (available from …) to provide the required information to our CRT agency. Class Teachers and Specialists book their own CRT. The assistant principal will make bookings that are required because of Professional Development commitments. (Note: phone number may change. See Office for current number.)

Teachers are responsible for ensuring an up to date work program and timetable are available for emergency teachers.

CRT Information
CRTs will need the CRT Information Folder, that includes important information relevant to your class organization, available for use. The assistant principal will distribute these Folders early in Term 1 for teachers to complete. All relevant class specific information should be entered by the teacher including the Assertive Discipline consequences for students and the designated ‘Buddy Room.’

TEACHERS ARE ASKED TO ENSURE THE INFORMATION ON THIS FILE IS KEPT UP TO DATE AND SHOULD BE READILY AVAILABLE WITH THE TEACHER’S RECORD OF PROCEDURE.
ACCIDENT / ILLNESSES - PUPILS
When an accident occurs in the school ground the yard duty teacher (or if in the classroom, the classroom teacher) is responsible for sending the child to the sick bay. The First Aid Officer on duty is responsible for completing the accident report form (available in the sick bay). Sick children must not be left unattended in the sick bay without notifying the First Aid officer or the office. All efforts are to be made to contact parents or emergency contacts to take sick children home. Relevant information is found in the student information file housed in the office. Any important follow-up details concerning particular accidents or illnesses should be written on the school's copy of the Accident Report Form. (See also notes First Aid for additional information)

ACCIDENTS - TEACHERS
Accidents to teachers will be recorded on an Accident Report Form. This is of vital importance where Workcover may be involved, either now or in the future. Staff are covered under Workcover while at work.

ADMINISTRATION AND PLANNING TIME - (APT)
Conditions and the Staffing Agreement between the Department of Education and Training and the Australian Education Union, allocate a minimum of 2.5 hours time release to all teachers for purposes of administration and lesson planning/preparation time.

Teaching staff are still on duty during APT time.

Teachers needing to leave the school grounds for any reason at any time other than lunchtime must notify the Principal or Assistant Principal. The details must be listed in the Staff Movement Booklet located in the office foyer.

AIR CONDITIONING
Most areas of the school are air-conditioned. Before using any of the evaporative coolers please check the instructions that are printed on a card and sited near the power switch for each unit. In order to ensure proper functioning a window or door must be open while the unit is in use. On days of high humidity the fan only should be used as running the cooling aspect will further contribute to the humidity. Please ensure the unit is switched off at the end of the day or if the room is not being used. These units are serviced regularly.

ASSEMBLIES
Each Monday at 3.00 p.m. the whole school participates in a school assembly in the Hall. All teachers are required to attend assembly and supervise the children. Members of staff will be placed on a roster to lead the assembly. Grades may be required to prepare for a short performance. The assembly is used as a forum to highlight successes. Awards are handed out by the Principal. Classroom Teachers and Specialists should complete the Proforma in the Awards Book by Wednesday of each week. This book is located in the staffroom.

ASSESSMENT AND REPORTING
Each child should have an evaluation file for accumulated records and reports to be passed on from year to year. Spare folders are available from the office. It is the responsibility of the classroom teachers to ensure that files and pupil records are kept up to date.
In June and December all children receive written reports. Parent teacher interviews are carried out at the end of Term 2. Early in the year a parent/teacher meeting will be organized. The purpose of this meeting is to obtain information about children from parents, to explain class routines and to develop the parent/teacher relationship.

Teachers will carry out regular and ongoing evaluation of their pupils, through a variety of methods.

- VELS Achievement Level checklist
- Testing (formal and informal)
- Contracts
- Observations
- Anecdotal records
- Standardised Testing
- Teacher designed checklists
- Conference notes
- Benchmark Data

Please refer to appendices for further information.

**Student Achievement**

All teachers are responsible for compiling and maintaining records of student performance in all KLAs except where a KLA is the responsibility of a teacher in a ‘specialist’ role. Any teacher taking a ‘specialist’ area is responsible for assessment and reporting of the area. This applies where arrangements have been made within sub-schools for team teaching.

Assessment and reporting procedures should be in line with DE&T and School Policy and be readily available to provide specific and relevant feedback to all relevant parties.

- DE&T - systemic accountability / Annual Report / AIM
- School - whole school benchmark data
- Student - specific feedback to students / diagnostic information / reports / ILIPs
- Parents - written and verbal reporting

The assistant principal and sub-school team leaders are responsible for communicating assessment and reporting requirements to staff and for ensuring the procedures are thorough, consistent, in line with DE&T and school policy and adequately provide information for the above stakeholders.

On a date to be determined at the end of the year all student files will be brought to a central area for collation and then distributed to new grades.

These files will include:

- Medical information the classroom teacher may have
- Work samples
- Information relevant for specific individualised programs

Classroom teachers will be responsible for all files being completed and available.

**Individual Learning Improvement Plans**

All class teachers are expected to establish and regularly update ILIPs for:

- Students at risk in English and Mathematics
• Integration students
• Students on accelerated programs in English and Mathematics

Parents should be involved in the development of ILIPs and regularly updated regarding student progress.
A copy of the ILIPs should be made available for the sub-school team leaders and the AP. All subsequent updated plans should also be made available.

**ATTENDANCE REGISTER (ROLL)**
This is the responsibility of each classroom teacher. It must be entered according to regulations provided by DE&T. The roll is a legal document that can be used in evidence in court - it is essential that it is accurate and completed using a biro not a pencil. As well as the / and 0 symbols to denote present and absent, please use an L to denote lateness and an N to indicate Approved absence. (ie N for note provided by parent)

The roll should be marked every morning and every afternoon. Children must not mark the roll. All absences need a note or contact from parents. Daily tallies should be included. Rolls are collected at 10.00AM EACH DAY for recording of absences on the central computer. They are then returned to the staff room. At the lunch/recess break teachers should collect the roll so as to have it available to mark the roll in the PM session. Please put all absence notes and late passes in the clear envelope at the front of the roll folder. The office will file these regularly.

Children who are late for school are given a late pass at reception and this should be noted by the classroom or Specialist teacher with an "L" on the roll. Please refer to pink instruction sheet at the front of the Roll. Classroom teachers should monitor the number of late arrivals and report concerns about any particular child to the subschool leader, the Principal or Assistant Principal and the Welfare officer. After consideration by members of the Leadership Team these concerns may be followed up by the Welfare officer contacting the parents.

**BELLS - School Time**

9.00.am  Children enter school buildings. Teachers are on duty and supervising corridors and classrooms.

9.00 – 11.00am  First Session

11.00a.m. - 11.30a.m.  Morning Recess

11.30a.m. 12.30p.m.  Second Session

12.30p.m. - 12.40p.m.  Lunch is eaten in classrooms.

12.40p.m. - 1.30p.m  Lunch Recess

1.30p.m. - 3.30p.m.  Third Session

3.30p.m.  Children dismissed.
BOOKCLUB
Book Club is available at intervals throughout the year for children and teachers to purchase reading materials. The co-ordinator for this is Silvana Moslih.

BUDDY SYSTEM
The school operates a buddy system for children wishing to visit the toilets during school time. No child should visit the toilet during class time without the company of a 'buddy'. The 'buddy' is to wait outside for the safe return of the child visiting the toilet and the pair then return to the classroom.

If the 'buddy' has a concern re something being 'not right' they run to the closest classroom for assistance. The Principal / Assistant Principal should be called immediately. Teachers are requested to discuss this procedure with the children.

BUDGET
The school follows a program budget model. All expenditure must be listed against one of the budget programs and must have the approval of the appropriate budget co-ordinator.

ALL ORDERS MUST BE APPROVED BY PROGRAM CO-ORDINATOR AND SIGNED BY THE PRINCIPAL
NO ORDER / NO GOODS.

See Appendix for example of how to complete order form.

CANTEEN
During 2007 the canteen will not be operating pending renovation works and further consideration by School Council. Special Lunch Days will continue to be organized by the Parents and Friends Club.

CASUAL REPLACEMENT TEACHERS
See Absences Teachers

CHILDREN AT RISK
Educational Concerns:-
It is important that these children are identified early and parents, Principal and the Student Welfare Co-ordinator are kept well informed of each child's progress. This may involve setting up special assistance programs and reporting to parents and the Principal more frequently or more comprehensively than might otherwise be the case. Individual Learning Plans are to be developed in cases of need to assist the child and to provide a basis for communication with parents who can be involved in assisting with work at home.

Instances where parents or teachers feel that children experiencing difficulty may benefit from two years at one grade level are to be discussed with the sub school leader initially and the AP and the Principal.

Suspected Child Mistreatment
Under mandatory reporting (effective from 1994), teachers have a responsibility to take constructive action when maltreatment or abuse is suspected. Any concerns should be discussed immediately with Principal and Student Welfare Coordinator. While it is not the school's role to carry out investigation to determine whether abuse exists, the classroom teacher should record relevant observations and information (with date). Behavioural indicators should also be noted. Teachers are well advised NOT to confront parents with their concerns. First point of contact is the Principal who will then refer the matter to parents and/or community services. If a belief is formed that abuse has occurred or is occurring a teacher must ensure that a report is made to Department of Human Services.

**CHILDREN IN SCHOOL BUILDINGS**
Outside lesson times, children are permitted in school buildings only if supervised by a teacher. Children are not allowed into the classrooms unless there is a teacher in attendance. Children found in corridors/school buildings during recess/lunchtimes are to be sent immediately outside. All teachers are asked to share responsibility for this matter.

**CLASS SUPERVISION**
Teachers are reminded that constant supervision of pupils in your care must be a prime consideration. If you must leave your classroom for any reason, please make arrangements with a Grade Coordinator or Team leader to ensure adequate supervision is maintained. Under NO circumstances are the children to be permitted to remain in classrooms before or after school or at any time during the recess or lunch periods unless the TEACHER is present.

The classroom teacher is responsible for taking the class to specialist sessions. The specialist teacher will return the children to the classroom for the sessions immediately before recess, lunch and the end of the day. For other sessions classroom teachers may organise for another teacher to return the grade to the classroom after this teacher has taken their own grade for a specialist session. This could be shared on alternate weeks. For example, Teacher A takes own grade to Specialist session, picks up Teacher B’s children then returns them to Teacher B’s classroom. Next week teachers could swap roles. These types of arrangements should be cleared by Sub School Leaders and entered on the CRT information sheet. Variations to these arrangements, such as children lining up immediately after Recess and Lunch for a Specialist Session or for Specialist teachers dismissing children at the end of the day, should be first discussed with the subschool leader and the Principal or Assistant Principal.

Once in a specialist session, no child is to be sent back to the classroom to get forgotten items.

**CLASSROOM TIDINESS**
Teachers are asked to keep their classroom as tidy as possible and to leave rooms in a reasonable condition at the end of the school day. A few moments spent at the end of the day by children picking up any papers, pencils, etc. from the floor can save the cleaners much time for other duties and promote an appropriate ethos for the children. Teachers are also required to close and lock windows. Please do not use sticky tape to attach displays to the walls or windows of the buildings as this takes the paint off the walls and is difficult to clean off the windows.

Cleaning requirements - Daily: It is essential all classrooms adhere to the following procedure at the end of each day:
1. All chairs stacked on tables.
2. Small paper bin to be emptied into larger bin.
3. Ledges are to be cleared when cleaning is required. (At least once per month)
4. All rubbish off the floor.
5. Check all windows are closed and locked.
6. Turn off fans, lights and computers.

In order to facilitate the cleaning of classroom tables please note

<table>
<thead>
<tr>
<th>Portable Classrooms / Mod 5s</th>
<th>tables cleaned</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Junior School Wing</td>
<td>tables cleaned</td>
<td>Friday</td>
</tr>
<tr>
<td>The Senior School Wing</td>
<td>tables cleaned</td>
<td>Friday</td>
</tr>
</tbody>
</table>

**Please do not put the chairs on the tables on these days.**

At the end of the year it is expected that all classrooms will be left in a suitable manner to facilitate cleaning. This will include:

- Benches, windows and walls clear
- Cupboards cleaned out
- All accumulated ‘junk’ removed
- Books, equipment etc. returned to their rightful homes
- Floors and tables clear
- Tables stacked and spaced around the room (not all in one area) to facilitate carpet cleaning.

**COLLECTION OF MONEY:**

- Each class teacher must enter all money received from parents or children into the appropriate column of the Cash Book. Children must not fill out the Cash Book.
- Please use a new page for each excursion, fundraiser, special lunch etc. when collecting money.
- Please note the date on each column, the actual item being collected, eg. concert etc. TOTAL THE AMOUNT being sent to the office at the bottom of the column.
- Please do not use a column further, once it is receipted, dated and signed in ink.
- To enable school money to be processed, it is to be forwarded to the office, together with the cashbook as early as possible and no later than morning recess.
- Please send to the office for new sheets as needed

**NO MONEY SHOULD BE LEFT UNATTENDED IN CLASSROOMS OR OFFICES.**

Handbags and other valuables should not be left in classrooms unattended, but should be locked in teachers’ desks, filing cabinets, cupboards or taken to the office for safe keeping in the Security Room.

**COMMUNICATION**

Excellent communication is vital to the overall tone, harmony and effectiveness of the school. Meetings provide a forum for ideas to be discussed, information to be disseminated, professional development to be implemented and planning and other work to be carried out. The school has a schedule of meetings.
1. Staff Meetings commencing promptly at 3.40 pm are held on every second Tuesday. These meetings provide the opportunity for information to be shared, concerns to be raised and people to be valued.

2. Area Meetings are held on the alternate Tuesday to Staff Meetings (or by arrangement by the team) and provide an opportunity for all staff to engage in discussions about issues related to the sub-school.

3. Professional Learning Team Meetings related to the school’s Strategic Plan are held regularly.

4. Special Project Teams are formed from time to time and meet regularly to complete the task at hand.

A Daily Bulletin is displayed in the staff room and emailed to all staff every day. This Bulletin outlines important information for the day ahead. Please check the Bulletin every day when you arrive at school.

A school timetable, a yard duty roster and staff room duty roster are displayed in the staff room.

From time to time staff bulletins are also distributed. These provide additional information for staff. It is therefore important that all staff members check emails on a daily basis.

A fortnightly school newsletter is sent home with the youngest child in each family. This newsletter is an important way the school communicates with our community. Examples of work from children are always welcome. All items for inclusion in newsletter must be at the office no later than Tuesday lunchtime. Classroom teachers should read through the newsletter with the children and encourage the children to ask parents to read the newsletter. This is a key vehicle of communication for the school.

Twice each term each class sends home a class newsletter that provides information about what has happened and will happen in the grade. Other classroom teachers have examples if assistance is required.

The Events Book is stored on the front shelf of the office and should be used to enter excursions, names of staff going on excursions, incursions, sporting commitments etc.

ANY COMMITMENT OR PROGRAM THAT STAFF, STUDENTS OR PARENTS NEED TO KNOW ABOUT SHOULD BE COMMUNICATED WELL IN ADVANCE AND PLANS ADHERED TO ONCE MADE.

COMMUNICATION WITH PARENTS
Information is passed on to parents through a variety of means, including Fortnightly newsletter Principal's Report to School Council and Parents and Friends Committee Special events notices Classroom notes/newsletters
Behaviour reports  
Positive reinforcement notes  
Parent/teacher interviews  
School entrance noticeboard  
Informal opportunities  
Telephone calls  
Parent information sessions  
Communication books where appropriate  
Local media releases

All parents are encouraged to make contact with the school and their child's teacher.

ANY WRITTEN COMMUNICATION HOME TO PARENTS IS TO BE APPROVED BY 
THE SUB – SCHOOL LEADER / A.P. / PRINCIPAL.

CORRESPONDENCE
Mail is collected daily. Personal correspondence is placed in teachers’ pigeon holes, as is 
official correspondence directly related to co-ordinators of subject areas.

It is expected that teachers will check their pigeon holes at lunch time each day and distribute 
any notices therein to children that same day.

Email is also used to convey official correspondence and organizational matters. Staff 
members have an individual email address and are requested to check email every day. Please 
be familiar with and adhere to the Staff Email Acceptable Use Policy.

Official correspondence is noted daily and presented at staff briefings.

CURRICULUM INFORMATION - GENERAL
Programs / Courses:
Each classroom / specialist teacher is responsible for his/her work program. Programs should 
be organised and developed in line with current School Policies, the requirements of DE&T, 
VELS and reflect the Professional Standards for Teachers.

Curriculum committees within the school are responsible for drawing up school policy 
statements and courses for approval by School Council. Such curriculum statements include 
school policy on that particular curriculum area, year level content/ areas of study and 
evaluation policy.

Curriculum is planned in 5 or 10 weekly units of work. Mathematics and English are planned 
as “Stand Alone” KLA’s.

5/10 Weekly Planners
Planners should:-
• reflect VELS and other relevant school based curriculum documents 
• focus on student outcomes 
• be planned in teams and consistent across all grades at each year level 
• contain assessment contexts and recording procedures
be prepared in advance and presented to sub-school team leaders

It is the responsibility of class teachers to follow school policy in all curriculum areas. This will be reflected in work program entries. If you have any queries please see relevant KLA leader or the Curriculum Co-ordinator/Assistant Principal.

Section Leaders
Each sub school (5/6, 3/4, P-2,) will have a Sub School Leader. These leaders will be responsible for conducting regular area meetings according to the school meeting schedule to discuss progress, courses, themes, excursions, activities and curriculum content etc.

Minutes of meetings are to be completed by Sub School Leaders and a copy given to the Principal.

Work Programs / Record of Procedure
It is incumbent on staff members to ensure that work programs etc., are current and available to the teacher relieving who is required to follow the program it contains. Sub School Leaders are responsible for ensuring a co-ordinated approach to curriculum in their area and perusal of work programs in this regard is a part of their role.

Work programs should include details of lesson content, class organisation and resource. They will also be expected documentation provided in Teacher Reviews.

The Work program / record of procedure should:-
* be a detailed expansion of the ‘5/10 Weekly Planners’
* be planned in advance and students should be instructed accordingly.
* be available for the use of CRTs to maintain the instruction of the students.
* be available for review by team leaders/year level co-ordinators

Timetables
All class teachers are responsible for drawing up a class timetable early in term one. Time allotments for curriculum areas should be in line with those recommended by the DE&T and the school Charter. Timetables should be displayed clearly near the teacher's desk and a copy given to the Assistant Principal and the Office. Please update as required.

All teachers are expected to display:
- The Whole School Timetable
- Yard Duty Timetable
- Bin Duty Timetable
- Grade Specific Timetable including shared facilities
- Task Management Boards
- Red Card

DISABILITIES AND IMPAIRMENTS
Our school policy states that students with impairments, disabilities or problems in schooling will be accepted as equals in the social and educational life of this school.

Aides, as well as the Assistant Principal, will assist teachers with integrated children in their classes.
If you are in doubt as to the welfare of any integrated children in the playground please discuss this with the Assistant Principal or Principal.

A Program Support Group (PSG) is established for all integrated students, membership being:
- Parents of student
- Class teacher
- Assistant Principal /Principal
The integration aide may act as a consultant to the PSG. Please see the Principal or Assistant Principal for PSG procedures.

Some integrated children receive paramedical support eg. occupational therapy, physiotherapy. They may also have the support of personnel from Student Services eg. Guidance Officers, Speech Pathologists.

The Assistant Principal has a database of all such cases.

**DISASTER PLAN**
Disaster Plan and evacuation drill details are posted on each classroom door. It is essential that teachers thoroughly read this document to ensure smooth operation in event of emergencies. Impromptu evacuation drills occur periodically throughout the year. The signal for evacuations is a CONTINUOUS bell with or without announcement over the P.A. system. In the event of electrical breakdown an air horn or continuous ringing hand bell is used.
A Displan co-ordinator is nominated each year. … currently holds this position.

**DISCIPLINE - CLASSROOM**
Each class teacher is expected to plan and implement a Classroom Management Plan based on Lee Cantor’s *Assertive Discipline; A Positive Behaviour Management for Today’s classroom*. The plan should consist of rules (based on the school rules), positive rewards and consequences, and follow the discipline steps outlines below.
Step 1: Warning – students name recorded on the Behaviour Tracking Sheet
Step 2: Warning – student has 5 minutes ‘time out’ (10 minutes for year 5 & 6) at ‘timeout table’ (recorded on Behaviour Tracking Sheet).
Step 3: Warning – student has 10 minutes ‘time out’ (15 minutes for year 5 & 6) at ‘timeout table’ (recorded on Behaviour Tracking Sheet).
Step 4: Warning – student completes Behaviour Plan Sheet that is filed in behaviour book or collected by teacher
Step 5: - student is sent to the Sub-School Leader or Assistant Principal.
The rules and positive rewards should be negotiated with the students.
PLEASE REMEMBER IT IS AN EXPECTATION THAT TEACHERS REQUEST ASSISTANCE FROM THE SUB SCHOOL LEADER, THE ASSISTANT PRINCIPAL OR THE PRINCIPAL WITH PUPIL DISCIPLINE IF NECESSARY.

When classroom teachers require IMMEDIATE assistance from administration, they must send a red card to the General Office to seek support or use the telephone to call for assistance.

Further information on all the above is included in the School Discipline and Welfare Policy - included in School Policy Statements Folder.
In our on-going effort to develop and maintain positive relationships with all students, we offer the following strategies that research has proven to be worthwhile:-

1. Make a point of initiating discussion.
2. Monitor and modify your tone and body language.
3. Bring up non-academic topics of mutual interest.
4. Show your interest by giving complete attention when students are speaking.
5. Express care, concern and empathy.
7. Smile and show your sense of humour.
8. Speak to a student after a bad day to discuss how he or she might have a better day tomorrow.
9. Recognise and praise student's strengths and achievements, both academic and non-academic.
10. Write positive notes and give constructive feedback.

DISMISSAL
Children must not be dismissed before the bell. Before dismissal of the class, please ensure that the room, floor, shelves, chalkboard etc., are tidy, windows are closed, and chairs are placed on tables.

EMERGENCY INFORMATION
(see notes on First Aid). Emergency Information on all pupils is located in the office. This is NOT to be removed from the office area. This file contains parents' work addresses and phone numbers. Any changes to personal information provided to you, as a teacher, must be given to the Office staff to be noted on the file.

ENERGY
The school is an Energy Efficient School. Over the past years a number of initiatives have been introduced to save energy and resources. Please assist in this area by turning off lights, air conditioners, heaters etc. when not needed. Turn off computers at the end of the day. Children should be involved in processes at all levels and areas such as recycling and water conservation practised at the school and classroom level.

EXCURSIONS
Excursions are a regular part of the school's programs. Excursions, visits, walks, etc., need to be planned in advance and checked with the Sub School Leader / Principal. Provision is made for impromptu Local Excursions via a Local Excursion Notice completed at the beginning of the year. However, staff members are still required to inform the Principal and parents in writing of any local excursion. For Excursions involving transport and or admission charges, appropriate notice including detailed information about the planned activity, must be included. A copy of each excursion notice, should be given to the office staff for typing and gaining the Principal's endorsement. The Request for Typing Form should also be completed – see appendix. Unless other arrangements are made with office all notices will be put in teacher’s pigeon holes when completed.

IMPORTANT: All excursions should aim at involving / catering for all children in the year levels concerned.
EXCURSION - VISITING PERFORMANCE GUIDELINES

- All excursions must have an educational basis, although a broad interpretation could apply.
- Excursions should be planned ahead of time and fit in with appropriate themes and spread throughout the year.
- Excursions are a good learning experience and a minimum of one major event per term is recommended.
- All excursions should be approved by the Principal including costs, etc. and the notice to be sent home.
- Notices re: excursions/visitors should be sent home at least two weeks prior to the event. The administration staff require at least one day to complete a notice. The draft of the notice and a completed proforma must be given to office staff in plenty of time to allow them to complete the task.
- All signed notices should be collected by the day before any proposed excursion. Telephone permission is not acceptable.

Teachers organising excursions are responsible for:-

- Gaining approval from Sub School Leader / Leadership Team
- Following guidelines
- Bookings.
- Costing.
- Notices home (to be approved and co-signed by Principal)
- All arrangements - bus.
- Arrangements of the day.
- Details of excursion/incursion to be entered in Events Book on front office bench. Details to include times pupils will be out of the school, teachers/aides attending excursion, destination.
- Pupil teacher/parent ratio.
- Left over children.
- Changes to duty timetables if teachers going are on duty.
- Arranging payment through Business Manager. (This should be done well in advance and accompanied by a completed proforma – see appendix.)
- Notifying all other staff.
- Changes to specialist timetables: (Please discuss with Assistant Principal)
- Organising for parents to attend.
- Any necessary contingency plans.
- First aid kit.
- Arranging for excursions details to be left at front office before leaving. This includes names and permission notices of students and names of staff and parents attending the excursion.
- All permission notes to be handed in to the office once the excursion/incursion is completed.

Please refer to the Excursion Flowchart and the school Excursions Policy.

FIRST AID

A First Aid room (Sick Bay) is available for treatment of injuries or recuperation of children.
The teachers responsible for First Aid duty during lunch and recess breaks are listed on the Yard Duty roster.

Staff members are on duty in the office area to provide first aid. All students are required to see the yard duty teacher before going to sick bay. The yard duty teacher will assess the situation and issue the student with a raffle ticket to give to the first aid staff. If a student is seriously injured or cannot walk etc. call the office or send the Red Card for assistance. If a student requires the sick bay during class time please complete the appropriate form especially the recommendation relating to going home / treatment and return to class section – see appendix.

Children sent to the Sick Bay are the responsibility of the teacher who sent them there and this information must be conveyed to the class teacher. For instance a Specialist teacher would inform the class teacher when the specialist lesson is finished. Medical Notification to the parents should be completed in circumstances where follow-up observation/treatment may be required.

Teachers are provided with pink slips to inform the First Aid Officer about possible treatment needed. Please ensure that the appropriate box is ticked.

An Accident Report Form must be completed by the staff member attending to the needs of injury victims and then given to the Office staff who will enter it on CASES when the Principal has signed it.

Where possible, ill children will be sent home after a short rest, if there is no recovery. If home care is unavailable, office staff will ensure that adequate monitoring occurs.

Portable first aid kits are maintained and should be taken on excursions.

**HEADLICE**
To encourage parents to assume more responsibility in the detection and treatment of Head Lice, notices will be distributed to the class involved each time an incidence is reported. The Visiting Nurse will be employed as necessary. Head lice lotion is available from the City of Greater Dandenong at a small cost.

If you suspect that children have head lice, contact the office for notes to be sent home to all children in the grade. Parents will be contacted (if necessary) to collect children from school.

Children MUST not be returned to school until proof is able to be provided that treatment has been carried out. This could be a receipt from the council or chemist for purchase of headlice lotion.

**HOMEWORK**
The school community believes that homework in any subject area is beneficial to all children. The homework process leads to an improvement in the child's self discipline and independent work habits, particularly as the child prepares for secondary school.

The amount, frequency, and when homework is given should be sensitive to the child's age and needs. Young children are tired after a long day at school and doing classroom type work at
home may build a dislike for homework. However, as children mature and begin preparing for post primary school, the amount of homework offered will gradually increase. As they progress throughout the school, children need to plan and complete homework even though they have other commitments.

Each of the sub schools at Dandenong South Primary School has a homework policy. Teachers should make themselves familiar with this policy at the start of each year.

**HYGIENE PROBLEMS**
Where a teacher has concern with a ‘hygiene’ problem, this should be discussed with the Sub School Leader, the Assistant Principal or the Principal who will take up the matter with the parents or make an appropriate referral.

**INFECTIOUS DISEASES**
The school medical service stipulates the following periods of absence are required if children contract any one of the following diseases: -

- **Measles**: Five days or medical certificate of recovery. NB Family contacts, ie siblings, are to be excluded for 13 days after contact unless medical documentation of prior infection or immunisation is provided.

- **German Measles**: At least five days after onset of rash or medical certificate of recovery.

- **Impetigo**: Until sores are being treated and covered.

- **Mumps**: Until fully recovered.

- **Chicken Pox**: Until fully recovered or at least one week after eruption first appears.

- **Ringworm**: Until medical certificate states that it is being treated.

- **Whooping Cough**: Two weeks from the beginning of the whoop or a medical certificate of recovery.

**JOB DESCRIPTIONS: (ROLES AND RESPONSIBILITIES)**
Job descriptions will be developed early in the year documenting a list of individual responsibilities for the school year.

Lists of all program team members and leaders will be provided to all staff.

**JUNIOR SCHOOL DISMISSAL**
All prep and year 1 students are collected by an adult or older sibling/cousin. No student goes home without a designated responsible person unless special arrangements have been made by the parents.

The majority of students in Year 2 are collected unless other arrangements have been made. All teachers are requested to ensure that the students in the junior school are delivered to the person responsible for collecting them at 3.30 pm. If a student is still in the room by 3.45 pm please take that student to the general office and report the situation to staff in attendance.
KEYS
The school is on a security alarm system which limits entry to school buildings after hours. Teachers wishing to access the building after hours should speak with the Principal or Business Manager.

LEADERSHIP TEAM
The Leadership Team, is comprised of all Leading Teachers, the Assistant Principal and the Principal. The Leadership Team provides individual members with the opportunity and time to think, reflect, plan, lead, and work together as a team of professionals and to provide leadership and direction for achieving the school’s goals and priorities.

LEAVE OF ABSENCE
1. Operational Procedures
   a) all applications for leave other than sick leave, must be in writing to the Principal
   b) medical certificates for sick leave should be provided to the Office Manager
   c) eligibility for leave must be determined
   d) applicant to be advised in writing by the Principal
   e) HRMS personnel file updated recording details of leave application and response details attached to personal file

2. Sick Leave
   Sick leave credits are allocated on the anniversary of the teaching service members' commencement date. Unused sick leave credits accumulate. A part-time member of the teaching service receives sick leave credits on a pro-rata basis according to the time fraction he/she is working. A teacher receives a credit of fifteen days (114 hours) on full pay on commencement of employment. Each subsequent year provides fifteen days (114 hours) on full pay.

   Applications for sick leave must be supported by a medical certificate or certificate in lieu when:
   • an aggregate of five days' sick leave and/or carer's leave without a certificate or statutory declaration have been taken in any calendar year regardless of whether the leave is with or without pay, or
   • more than three consecutive days leave are taken, or
   • a member of the teaching service is absent immediately before or after a public holiday (unless otherwise approved by the delegate), long service leave or a school vacation, or
   • the absence occurs on a stopwork day, or
   • the principal requires its provision for any reason.

   Sick leave will generally be covered by a Casual Relief Teacher but may require internal arrangements with regard to budget restraints and/or availability of relief staff.

3. Spouse Leave
   Leave without pay may be granted upon the provision and acceptance of supporting documentation.
4. Family Leave
With regard to the birth or adoption of a child, paid or unpaid leave will be granted upon receipt of supporting documentation—paid (Maternity twelve [12] weeks); (Adoption six [6] weeks); (Paternity five [5] days)—unpaid—family leave.
Family Leave application may be required to give approximate time of return. Unpaid leave may not be automatically granted.
Staff on Family Leave must apply to return to work in November, a year in advance of when they wish to return. For example, an application to return in January 2008 must be presented in November 2007.

5. Long Service Leave
A staff member who has completed ten years service is entitled to three months long service leave (pro rata LSL is available after 7.5 years under the new agreement) with full pay and, thereafter, one and a half months leave with full pay for each additional period of five years completed service.

- Applications for long service leave must be in writing and reach the Principal at least one term prior to the date of leave requested. Applications must specify the period of leave sought and whether the leave is on full or half pay.
- Leave will be granted/denied by the Principal having regard to the effect on the school operations and the availability of replacement staff.
- If multiple requests for leave are received, the following process will determine eligibility:
  - the member who has not had long service leave for the longest period.
  - the personal needs of each applicant.
  - effect that each replacement will have on the school.
  - the availability of suitable replacement staff.
- Special circumstances may arise from time to time which will necessitate the granting of long service leave. Consideration will need to be given within the framework of the school's Global Budget for emergency leave considerations.

6. Leave Without Pay
Applications for Leave Without Pay must be in writing and reach the Principal one term prior to the date of leave requested. Applications must specify the period of leave sought.

LIBRARY
The library is well stocked with both children's materials and teacher reference. Bulk borrowing for classrooms is allowed, but teachers are responsible for the material borrowed. The library is fully computerised to assist in borrowing procedures.

LOST PROPERTY
Lost property that is named should be returned to the owner as soon as possible. Lost property is located in the sick bay area in the office. Teachers are asked to regularly let their children check the lost property bin to claim lost belongings.
**MEDICATION**
Written authorisation from parents stating time, dosage and other relevant instructions must be provided where children require medication during school hours. Teachers should ensure that such medications are stored in the administration area under the supervision of Mrs. Barbara Davis.

**MEETINGS**
**Staff Meetings**
Staff meetings are held every second Tuesday. It is expected that all staff members will be involved in these meetings to help the over all smooth running of the school and to maximise communication. Other meetings held at the school include sub school meetings, curriculum meetings, Charter Priority meetings, special project team meetings etc. (See Communication.)

**NEWSLETTER**
A newsletter is distributed fortnightly to the youngest child in each family. Newsletters go out on Thursdays and items for inclusion are to be in no later than Tuesday lunch time. Please encourage the children to involve parents in reading the newsletter as it provides important information for parents. Translation into other languages is available.

**NOTICES**
Notices and messages will be put in teachers pigeon holes – it is the staff members responsibility to check for messages. If you are expecting an urgent message please let the office staff know and they will endeavour to let you know when it has arrived.

**OCCUPATIONAL HEALTH and SAFETY**
The school has an Occupational Health and Safety committee which meets on a regular basis. The OH & S Representative is a member of staff who is elected annually. Each term the Principal and the OH & S Representative conduct an inspection of the school to check on reported faults and to make sure our staff and children have a safe environment in which to work.

Any staff member who observes anything that may be of danger to staff or children should report it to the OH & S Rep. immediately. These items of concern should then be noted in the OH & S Folder that is stored in the Principal’s Office. There is also a book in the Admin. Area where staff members are to record details of destinations etc if leaving the school premises during regular working hours.

**ORDERS**
No goods are to be purchased without completing an order form. The Order book is located in office and should be completed as per attached example – see appendix. If unsure about this please check with the Business Manager.

**PERFORMANCE AND DEVELOPMENT PROGRAM**
The Performance and Development Program is a key element of the Victorian Government Schools Agreement. All staff members are involved in this annual performance review program. Further information is available in the school Performance and Development Handbook.
PERMISSION FOR CHILDREN TO LEAVE SCHOOL EARLY
Parents must be directed to the office to sign the Early Dismissal Book. Parents must collect a green early leaver’s slip from the office and present to classroom teachers before children are dismissed from the classroom.

PETTY CASH
From time to time small purchases are made for curriculum provision, eg. cooking ingredients. Please discuss these purchases with your Sub School Leader before any money is spent. Reimbursement for expenditure is handled through petty cash. See Lyn Ball, the Business Manager regarding reimbursement.

PHOTOCOPIER
A photocopier is available for teacher use in the Resource Room off the staff room. The school budget allows each teacher a limited number of copies. All teachers are issued with a code for photocopying. Please see Lyn Ball, the Business Manager, to have a code issued. Paper is a considerable cost to the school so we ask for worksheets to be double sided where possible. Paper for computer printing is available from the Sub School Leader. Photocopying for personal use should be paid for at the office.

PHOTOGRAPHING CHILDREN
Parents and/or community members not permitted to take photographs or videos of children (other than their own) where the children can be readily identified. With the Principal’s permission, teachers and facilities may be photographed. The Press is not allowed on the premises without the permission of the Principal

POLICY DEVELOPMENT
1. Draft or current policy is presented to the relevant group or to all staff at a staff meeting, eg. Mathematics to Mathematics Curriculum Team.

2. Policy is presented to sections for discussion/amendments and returned to appropriate Group Leader.

3. Adjustments are made by Team Leader and Team and sent to Leadership team for approval.

4. Policy presented to staff for ratification.

5. Policy presented to School Council for ratification.

PROFESSIONAL DEVELOPMENT
All staff members are required to attend Professional Development programs including school, district, region and statewide in-service activities. Program notices are mentioned at Staff Meetings and then housed in the P.D. file in the staff room.

If you are interested in attending sessions or programs please complete the ‘Request Proforma’ and hand to the Professional Development coordinator. The P.D coordinator, the Principal and the Leadership Team determine approval for attendance at Professional Development activities.
Feedback is given to staff after attendance at P.D sessions and an evaluation form should be completed.

**Personal/Professional Development Plans.** All staff members are expected to develop a relevant Personal/Professional Development Plan each year. Please give a copy of this plan to the P.D. Coordinator who will refer to it when applications are presented to attend P.D. This plan will also form part of the annual Performance and Development process.

**PROGRAM TEAM LEADERS**

Program Team leaders are leaders of curriculum and management committees. Team Leaders are responsible for coordinating materials, curriculum content and activities and annual program evaluation for specific areas. They are also responsible for drawing up Program Budget Statements for their particular area based on an annual evaluation. Leaders also have full responsibility for budget spending and inventory.

Requests for purchases must go through program leaders in relevant areas. Program leaders present order form in the main office for signature by the Principal. Leaders will be determined early in the school year or at the end of the previous year. All order forms must have program budget codes shown so that the appropriate program is debited.

**PUBLIC RELATIONS**

As a teacher you are always on show. This reflects community expectations and your professional standing in the eyes of the school community. Courtesy in dealings with parents, in discussions and in the notes sent home, affirms the professional demeanour of staff and assists in providing excellent communication. Standards of dress, personal appearance and conduct should always reflect well on the teaching profession. Our school is highly regarded in our community. During 2007 the school will continue to focus on further improving our school image.

If you are confronted with a difficult situation, ie. an abusive parent, assistance is available from Sub School Leaders, the Assistant Principal and the Principal.

**PUNCTUALITY**

Punctuality is regarded as very important to the successful functioning of the school. Teachers are to keep a record of children who regularly arrive after nine o’clock and bring it to the attention of Sub School Leaders. Sub School Leaders / Welfare teacher will liaise with classroom teachers and, if appropriate, contact parents regarding a pattern of late arrival to school.

**PUPIL WELFARE**

Classroom expectations in the area of behaviour need to be established early in each school year. Children should be involved in the setting of rules and consequences for inappropriate behaviour etc. These rules should be displayed in the classroom and a copy sent home with each child. The school has a strong focus on positive reinforcement and the building of pupil self esteem.

An award system is in place with certificates being awarded at Monday afternoon assembly. Teachers are requested to put the names of children to receive a reward in the “Award Folder” located in the staffroom by lunchtime on Wednesdays. Teachers nominating children must
send a letter home to parents advising them that the award is being issued and will be presented on the following Monday. Letters and envelopes are to be found in the Awards Folder. As it makes it easier for parents to be present when they have plenty of notice, please enter names and send home notice as early in the week as possible. See \ldots for further information.

Support with difficult behaviour is available from grade co-ordinators, Sub School Leaders, the Assistant Principal and Principal. Difficult behaviour is viewed as a shared responsibility and a range of strategies is in place to assist. The school has access to a range of support personnel including, guidance officers, speech therapists and other Regional personnel. The Assistant Principal is responsible for Pupil Welfare in the school.

**QUALITY IN SCHOOLS PROGRAM**

During 1999 / 2000 the school became involved in the Quality in Schools Program. Staff and School Council have adopted the approach and principles of this program and are gradually introducing them to all aspects of the school. On going inservice and school visits are organized and this will continue in the future to facilitate the full introduction of this program in the school.

The further development of Flow Charting as a method of outlining processes used in classrooms and the school as a whole is continuing.

There are a number of resources available in the school to facilitate this process. Please see the sub school leaders and Principal for information.

**REPORTING TO PARENTS**

All teachers are expected to prepare two written reports for parents for distribution in June and December and provide at least one parent / teacher interview. However more regular communication is expected with parents where there are concerns about student progress or behaviour. An interview early in the year should be used to get to know the parents of children and to get information from parents about children in each teacher’s class.

Reports to parents should be an accurate reflection of the performance of the student indicating strengths and recommendations for future student improvement.

Language used should be clear, precise, grammatically correct and free from jargon and cliché. Careful consideration should be given to the ‘tone’ of the reporting with due consideration given to the sensitivity needed when reporting to parents. A colleague should be asked to read the first draft of a teacher’s reports and provide feedback.

The assistant principal and sub-school team leaders are responsible for reading all reports before final reading and signing by the Principal.

The assistant principal in liaison with sub-school team leaders is responsible for establishing time lines for reporting.
Parent Teacher Interviews
Teachers should endeavour to ensure that interpreter support is available for parent/teacher interviews. If the school cannot provide assistance, an interpreting service is available free to schools. Sufficient notice (one week) should be given to the Assistant Principal who will organise the appropriate interpreter.

RESOURCES AND BORROWING
The school has many resources (materials, books, equipment etc.) available for classroom use. Please check the borrowing rules before taking any equipment. When returning equipment please check the contents and inform the appropriate borrowing co-ordinator or person responsible if any equipment is broken, missing or needs to be replaced.

If you have any suggestions for future use of equipment or purchases please inform the curriculum co-ordinator.

Store Rooms and Equipment
Store rooms are marked on the school plan. Please check these out and feel free to ask if in doubt about use of resources therein.

Library
The library is well stocked with both children's materials and teacher references.

Mathematics Equipment
Such equipment is housed in a storage room in the senior wing and the storage portable next to the Mod 5s in the Middle school area. Teachers are encouraged to borrow equipment but it must be returned as soon as possible. Maths Task Centre boxes are also available. Please keep a close check on the equipment in the boxes.

Books for Reading
Multiple copies of books are housed in the Reading Resource Rooms in the senior and junior wings and in the storage room near the Mod 5s. Books for GUIDED READING are stored in sets of eight and classroom teachers need to sign the borrowing book. Teachers are asked to take only materials required for guided reading sessions and return promptly. TAKE HOME BOOKS are sorted into levels and stored in tubs in classrooms.

Sports Equipment
Equipment is kept in the Hall storeroom. If Classroom teachers borrow equipment for P.E. lessons equipment should be returned at the end of the session.

RUBBISH BIN RESPONSIBILITY AND PLACEMENT
The Senior Sub School Leader is designated to arrange this duty using children from the middle and senior school grades. Bins will be placed out at 9.00 am and collected after lunch each day. Teachers in the middle and senior grades of the school are required to liaise with the Sub School Leader to monitor this process.

SCHOOL BANK (TUESDAY)
Bankbooks are to be collected in the bank bag and sent to the office by 9.30a.m. on Tuesday.
SCHOOL COUNCIL
School Council meets at least twice each term

The School Council elections are held early in each year. The Annual General Meeting is held in Term 2.

School Council is composed of 9 members, 5 parent members, 3 teacher members (including the Principal) and 1 Non DOE Community (Co-opted) member.

School Council determines school policy in all areas of school administration. Teachers are encouraged to participate on School Council and assist in their work where possible.

Minutes of Council meetings are available from the office and from staff representatives.

SCHOOL ORGANISATION.
The school is organised into 3 sub schools; Junior - Grades P, 1 & 2; Middle - Grades 3 & 4; and Senior - Grades 5 & 6. Each grade level has a grade co-ordinator elected each year and this person can be approached for assistance. The sub school team leader is able to provide further assistance and guidance if required.

SHARED PLANNING TIME.
All grade levels are timetabled so that grade teachers are able to spend part of their planning time working together. This arrangement should enable the sharing of good teaching practice strategies, assist preparation and minimise between class differences.

SEXUAL HARRASSMENT POLICY
This is an important legal document. Like other policies this is kept in the policy document folder. Please familiarise yourself with it.

SHOP LUNCHES
Children and staff are able to order lunch from two local shops and it will be delivered to classrooms at lunchtime. The number of the shop at the corner of William Ave is 9792 3959. Teachers are to direct any parents who bring fast food lunches to their child during school hours to the office.

SMOKING
To conform to present health standards no one may smoke on the school premises.

STAFF PERSONAL FILE
Each year you will be asked to complete a confidential file document (address, telephone number, etc.). Please ensure the contact details are updated whenever they change.

STAFF ROOM - STAFF ASSOCIATION
Staff association payments to the Dandenong South Primary School Staff Association are levied on a yearly basis and are subject to regular review. The cost of $200-00 per year is required to cover cost of food, drinks, gifts, etc. during and at the end of each year. Please make payments of $50.00 to the office manager at the beginning of terms 1, 2, 3 & 4.
**STAFFROOM - CLEANLINESS**
Staff members are expected to wash and put away all utensils that they use. There is a staffroom roster made up and your daily responsibilities when you are on staffroom duty are:

- Unstack the dishwasher first thing in the morning and at lunchtime.
- Tidy the staffroom benches and tables each night.
- Put the dishwasher on at the end of recess, lunchtime and after school.

**STAFF CODE OF CONDUCT**
Dandenong South Primary School has a wide range of staff including teaching staff, office staff and support staff. Based on Department of Education, Employment and Training orders and guidelines, staff employed at Dandenong South Primary School agree to the following codes and standards.

**Staff Commitment:**
**The welfare of the children in our care is the first priority.**
All staff, both teaching and non-teaching will be governed by the principles of impartiality, integrity and service and will demonstrate their commitment to Dandenong South Primary School by:

- Relying on teamwork to achieve our goals.
- Acting in the belief that all students have both the capacity and right to learn and should be given equal opportunity to develop their maximum potential.
- Displaying an understanding and tolerance of the various cultures and their beliefs within the school community.
- Successfully implementing the goals of the school charter and its priorities.
- Recognising and responding to individual differences by providing learning experiences consistent with the developmental stage of each student.
- Ensuring and maintaining a duty of care in an environment which is safe, positive and supportive.
- Demonstrating the ability to manage and adapt to change.
- Promoting self-esteem, confidence and self worth throughout the school, promoting a positive school image.
- Being honest, sensitive and constructive in the development of appropriate partnerships with parents and guardians for the benefit of students.
- Treating all members of the school community with consideration, respect and confidentiality.
- Fulfilling the obligations as specified in their role statements and participating in a staff performance review process.
- Dressing and behaving in an appropriate professional manner, thus presenting a positive role model. Please refer to Staff Dress Code Policy.
- Developing positive, effective and cooperative relationships with other staff.
- Facilitating the development of positive and productive links between students, parents, staff and the wider community.

**TEACHING STAFF**
Teachers at Dandenong South Primary School are part of a team responsible for providing high quality programs to ensure success for all children within this environment.
In addition to specific role statements, teachers will:

- Review and further develop their use of a broad range of teaching strategies to maximise learning opportunities for the individual.
- Take responsibility for some of their own professional development as well as taking part in school based programs.
- Set high, but achievable expectations for student learning and the achievement of their personal best.
- Encourage students to take risks, learn from their mistakes and celebrate their successes.
- Purposefully and progressively monitor student learning by maintaining accurate current records of individual progress using a variety of techniques.
- Report to students and parents in a meaningful, clear and accurate manner.
- Foster student self esteem, independence, confidence, mutual respect and promote appropriate behaviour.
- Plan, teach and evaluate cooperatively within a team unit, developing programs in the eight key learning areas, which will enhance student learning.

**STAFF HEALTH AND WELL BEING**

The Staff at Dandenong South Primary School recognises that staff welfare is an important part of our working environment. To assist with this we have established the following:

**Special Morning Teas**
These are organised to celebrate our successes, and special events that occur from time to time at a school, individual, or team level.

**Staff Functions**
These are organised on a fairly regular basis in order for the staff to share social events away from the work place.

**Feedback and Support**
Reward, recognition and support are intrinsic in our ethos at Dandenong South Primary School. Please use our white board in the staff room to thank a colleague for assistance etc. Each Friday at recess a name is drawn from the collated group to be rewarded with chocolates, champagne, etc.

**Professional Development** (See Earlier Professional Development Heading)
The school will develop a Professional Development Plan that endeavours to meet the needs of staff and fulfill the needs of the School Charter Goals and Priorities. As well, all teachers will be expected to develop an Individual Professional Development Plan. Aspects of Staff Health and Well-Being will be incorporated into the school’s PD Plan.

**Strategic Plan**
The School Strategic plan is the guiding document of the school. All programs and policies to be developed and incorporated into Dandenong South Primary School are outlined in this document. Initiatives, in line with the spirit of the Strategic Plan, may, from time to time, be adopted if deemed valuable. All teachers must make themselves familiar with the Strategic Plan since it details the ethos, aims and objectives of Dandenong South Primary School.
DANDENONG SOUTH PRIMARY SCHOOL STRATEGIC PLAN - 2006-2009

**Purpose**
To provide students with an engaging, safe and supportive environment which will enable them to reach their full potential in order to become respectful and responsible citizens who contribute positively to society.

**Values**
- **Respect**: At this school respect means; respect for self, respect for others, respect for property and respect for the environment.
- **Excellence**: At this school excellence means; persistence, creativity, commitment, high expectations and goal setting, and striving for excellence in attitude and behaviour.
- **Teamwork**: At this school teamwork means; fairness, empathy, creativity, cooperation/sharing, tolerance, consideration and a focus on the importance of relationships in the whole school community.

<table>
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<tr>
<th>Student Learning Outcomes</th>
<th>Student Engagement and Wellbeing</th>
<th>Student Pathways and Transitions</th>
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<td><strong>Goals</strong></td>
<td><strong>Targets</strong></td>
<td><strong>Key Improvement Strategies</strong></td>
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| To improve student achievement in English & Mathematics. | Continuous improvement in the number of students that achieve at or beyond the standards established for each CSF/VELS level in Literacy & Numeracy & Continuous improvement in the number of students that achieve 1 CSF/VELS level of learning improvement (24 months of learning) from year 3 to year 5 in the AIM | Enhance Learning & Teaching in Literacy & Numeracy
- Identify key aspects of ‘critical Literacy’ which have most impact on student understanding of key concepts of English and Mathematics.
- Develop a shared and effective school-wide pedagogy for Literacy and Numeracy based on the Victorian Essential Learning Standards and incorporating key strategies of the Early Years Literacy and Numeracy Programs.
- Enhance school-wide performance and development culture.

Develop a personalised learning environment that communicates a focus on achievement underpinned by high expectations
- Broaden assessment processes to enable effective monitoring of student progress and specification of new learning goals for students to ensure ongoing improvement.
- Enhance assessment processes to enable effective monitoring of student progress and the improvement of moderation of teacher assessments to ensure the accuracy of student achievement.
- Implement the Principles of Learning and Teaching.

Develop a transition policy for preschool to school and year 6 to year 7.
- Document all transition processes.
- Annual review of all processes associated with transition.

Continuous improvement in the number of students that achieve their goals in Literacy.
Continuous improvement in the proportion of parents reporting satisfaction with the preschool to school transition and orientation program. (school data – no state-wide data)
**SUNSMART POLICY / HATS**
The school has a sunsmart policy and requires all students to wear an approved hat during terms 1 & 4 when in the playground during lunch and recess times, for outdoor sport / P.E. sessions and when on excursions. Starting in 2003, all children were provided with a named wide brimmed hat. Replacement hats are to be provided by parents.

Teachers are expected to support the policy by wearing a hat when on yard duty.

**SUPERVISION - children**
Teachers are reminded that constant pupil supervision is a paramount responsibility. If you must leave your classroom for a special reason, please arrange adequate supervision of your class through the Principal, Assistant Principal or Sub School Leader.

Supervision of the children when they are moving from building to building is to be rigorous. The children need to be kept in sight at all times and stopped at strategic places to ensure “would be stragglers” are kept with the rest of the class. Children should line up and move between buildings in “Safety Lines” (Children line up in the order of the Roll). This process is used to facilitate an orderly environment and the identification of absent children.

Children who visit the toilet during school time are to take a buddy with them.

**UNDER NO CIRCUMSTANCES ARE CHILDREN TO BE LEFT UNSUPERVISED IN CLASSROOMS.** The legal ramifications of inadequate supervision as regards a teacher's duty of care in the event of pupil injury etc. are enormous.

At all times the standard of care offered by a school must be high quality. It is very clear that courts have adopted a much stricter approach than in the past. Legal liability of educators now requires teachers to take reasonable measures to protect students in their care from risks of injury that the educator should have reasonably foreseen. Schoolyards are the most likely area in which a student may suffer physical injury.

Children should be regularly told that the playground is supervised from 8.45 am until 9.00 am before school and after school from 3.30 pm until 3.45 pm. Children should be encouraged to leave promptly after school and to arrive at school between 8.45 am and 9.00 am. This information should be included in class newsletters that are sent home twice per term. Teachers should note children who arrive late and follow the process outlined in the Attendance Register section.

If children are being picked up early, parents should be directed to the office to sign the children out.

**Yard Supervision - Yard Duty**
The school is divided into 4 areas. See the map included with the information. Yard Duty bags and vests are located in the General Office. Each bag has a timetable, map, raffle tickets, phone and a **Red Card**. Please ensure that the bag is collected before commencing yard duty.
Raffle tickets are given to injured / ill children to give to the first aid officer when presenting at the sick bay. The **phone and the Red Card** are for any emergency situation where the teacher requires assistance. Phone or send the **Red Card** to the General Office and assistance will be sent immediately.

Staff should continually patrol the whole of the assigned yard duty area, vigilantly monitoring student behaviour, encouraging yard cleanliness and promoting a happy and safe environment.

Please do not leave your yard duty station until the next teacher relieves you. If, for some reason, you are not relieved send a message to the general office. Hot drinks are not to be carried around the yard whilst on yard duty.

**Regular Day Timetable**

Yard duty timetables will be circulated to all teachers. There are five staff members on outside duty at all times, and one staff member on First Aid duty inside. Before and after school there is one staff member on duty. The playground is supervised from 8.45 am until 3.45 pm each day.

**Wet Day Timetable**

This roster operates on the principle that there be three or four staff members responsible for each group of rooms, and that there should be one teacher on duty at any one time, with supervision shared. A co-ordinator will be made responsible for organisation of a roster for each group of rooms. Specialists and non-teaching staff are allocated to each room group to assist in supervision on wet days.

**Wet Days**

Wet Days will be announced by the Principal / Assistant Principal or relevant yard duty teacher prior to 12.20 pm if possible. In general, pupils remain in classrooms supervised according to the issued timetables.

**Responsibilities Whilst on Yard Duty**

To ensure the safety and welfare of all pupils and include:

a) Supervision of behaviour including toilet checks.
b) Resolution of pupil problems wherever possible/practical.
c) Arrangement for first aid (by designated teacher) if required.
d) Tidiness and safety within the school grounds.
e) Ensuring classroom clearance during recesses and playground clearance at the end of recesses.
f) **CHECKING INTRUSION OF NON SCHOOL PERSONS.**
g) Recognition of acceptable, appropriate playground behaviour.

TEACHERS ARE ASKED TO BECOME FAMILIAR WITH SCHOOL PLAYGROUND RULES INCLUDING POLICY DOCUMENTS AND YARD DUTY ROSTERS.

Substitution, casual, or permanent exchanges to yard duty timetable can be made. If permanent, please notify the timetable co-ordinator, the Assistant Principal.
Teachers attending excursions or seminars should arrange exchange and notify the co-ordinator.

**SUPPLIES**
Teachers will be given a basic supply of materials, stationary etc. for their room. Extra materials are available from the teacher store cupboard upon request to Sub School Leaders. Student supplies will be distributed during the first week of school year.

**TELEPHONE**
Staff use of the school phone is allowed but all personal calls are payable to the Business Manager, Lyn Ball. Except where the matter is urgent, calls will not be put through during instruction time. Callers will be advised when you will be available or messages left in teacher pigeon holes in the staff room.

**TIMETABLES**
It is necessary in a school of this size to timetable all commitments and to broadly timetable instructional blocks. This timetable must be on prominent display to allow for smooth function in your absence. A copy needs to be placed in the relieving teacher folder. The Assistant Principal prepares specialists timetables for the whole school. Any requests for alteration to this timetable should be directed to the Assistant Principal and also provided to the Principal.

**TRANSFERS**
If a child is to leave this school, a transfer note is required. The office needs to be notified of both the date of departure and the name of the school to which the child will be transferring.

**UNIFORMS**
Wearing of the school uniform is regarded as highly desirable and the children are to be encouraged to wear it. In order to play in school teams and go on school excursions, the school uniform must be worn.

**USE OF SCHOOL EQUIPMENT**
Our school is very well equipped. Our Librarian is available to inservice staff on the use of Laminator and Library system. Office Manager, can provide assistance with the use of the photocopier in the staff room. Our Learning Technology Coordinator is available for assistance with computers etc. A fax machine is available in the administration area and office staff can assist with the operation of the machine. Please ask Sub School Leaders if unsure whom to approach for assistance.

**VISITORS TO THE SCHOOL**
Parents are encouraged not to disturb teachers during lessons. Parents should be encouraged to make an interview appointment or should be directed to the Business Manager if they seek an interview with the Principal or Assistant Principal
Visitors are to report to the office where they will be given a badge to wear, if appropriate. The badge identifies them as a school visitor.

**WELFARE OFFICER**
During 2004 the school received funding for a Welfare Officer

*If there are any areas or issues that have not been included in this book and which require clarification, please refer them to the Principal or a member of the Leadership team.*
REQUEST FROM:

Staff Member’s Name.

CHEQUE PAYABLE TO:

___________________________________________________

___________________________________________________

Please give address details if supporting documentation does not show this and cheque is to be
posted.

PROGRAM BUDGET

Code Details: ____________/______________ (e.g. 402/201)

TIME & DATE

Cheque Required: __________________________________________________

AMOUNT OF CHEQUE: __________________________________________________

If for excursion you will need to let me know the amount on the day.
REQUEST FOR TYPING

Please complete and attach to all excursion notices or other documents that you require the office staff to type. If you wish excursion notices to have pictures attached could you please supply these.

From: __________________________  Date:____________________________

(Staff member’s name)

Number of copies required____________________________

Distribution details (e.g. back to requestor/pigeon holes for relevant classes/staff as listed below)

_____________________________________________________________________

_____________________________________________________________________

Special Instructions:

________________________________________________________________________________

________________________________________________________________________________

Date required by:  _______________________________

Please make sure office has all information needed at least one full day before the notice is to be handed out.
SICK BAY PERMISSION FORM

CHILD’S NAME: ____________________________  GRADE: _________
(for Preps pls include Surname)

Ring home, child is too sick to be at school   

Apply First Aid and return to classroom   

Other ________________________________

Sent by: ___________________  
Date: ____________

SICK BAY PERMISSION FORM

CHILD’S NAME: ____________________________  GRADE: _________
(for Preps pls include Surname)

Ring home, child is too sick to be at school   

Apply First Aid and return to classroom   

Other ________________________________

Sent by: ___________________  
Date: ____________

SICK BAY PERMISSION FORM

CHILD’S NAME: ____________________________  GRADE: _________
(for Preps pls include Surname)

Ring home, child is too sick to be at school   

Apply First Aid and return to classroom   

Other ________________________________

Sent by: ___________________  
Date: ____________
| My child _______________________ in grade _______ was absent on _________________ |
|----------------------------------|----------------------------------|
| due to: | illness |
|        | appointment |
|        | other reason ........................................ |
| Signed: __________________________ Date: _______________ |
| (Parent / Guardian must sign) |

| My child _______________________ in grade _______ was absent on _________________ |
|----------------------------------|----------------------------------|
| due to: | illness |
|        | appointment |
|        | other reason ........................................ |
| Signed: __________________________ Date: _______________ |
| (Parent / Guardian must sign) |

| My child _______________________ in grade _______ was absent on _________________ |
|----------------------------------|----------------------------------|
| due to: | illness |
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|        | other reason ........................................ |
| Signed: __________________________ Date: _______________ |
| (Parent / Guardian must sign) |

| My child _______________________ in grade _______ was absent on _________________ |
|----------------------------------|----------------------------------|
| due to: | illness |
|        | appointment |
|        | other reason ........................................ |
| Signed: __________________________ Date: _______________ |
| (Parent / Guardian must sign) |
Dandenong South Primary School

EARLY LEAVER’S PASS

Child’s Name: ...........................................
Grade: ......................
Date: ...................................... Time: ....

Dandenong South Primary School

EARLY LEAVER’S PASS

Child’s Name: ...........................................
Grade: ......................
Date: ...................................... Time: ....

Dandenong South Primary School

EARLY LEAVER’S PASS

Child’s Name: ...........................................
Grade: ......................
Date: ...................................... Time: ....