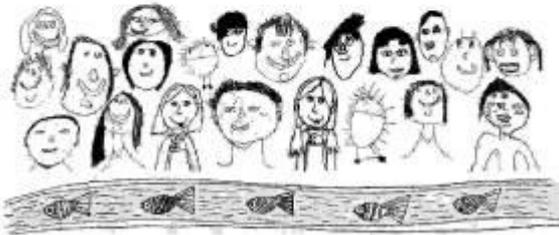


Whitfield
District Primary School



Parent Handbook 2021



WHITFIELD DISTRICT PRIMARY SCHOOL NO. 5397

6182 Mansfield-Whitfield Road, WHITFIELD. VIC. 3733

Ph: (03) 57 298 286

Mob: 0428 298 286

E: whitfield.ps@edumail.vic.gov.au

Website: www.whitfieldps.vic.edu.au

Principal	Mark Van Bergen
Teacher: Grade 4-6	Mark Van Bergen/Sarah Patterson
Teacher: Foundation – 3	Dianne Feldtmann
Teacher: Music/Science	Fenella Elsom
Literacy Support Numeracy Support	Sarah Patterson Chris Yianakelis
Italian teacher	Peg Halbwidl (Wednesday)
Education support/garden	Jill Schiller
School Council President	Sandy King
Administration Officer (2 days/week)	Pam Spencer (Tues/Wed)
Outside School hours care	Pam Spencer

Term Dates 2021

- Term 1 Fri 29th Jan to Fri 1st April (Teachers start Wed 27th January)
- Term 2 Mon 19th April to Fri 25th June
- Term 3 Mon 12th July to Fri 17th September
- Term 4 Mon 4th October to Fri 17th December

SCHOOL PROFILE

'Exceptional Educational Experiences' is the vision at Whitfield District Primary School. It is a small rural school located in the beautiful King Valley. The school has 36 students enrolled in 2020. It is currently staffed by two highly experienced full time teachers. The school prides itself in providing 'exceptional educational experiences' to all students. 'Authentic' and 'integrated' learning activities provide the stimulus, engagement and opportunities to develop a lifelong love of learning.

The school has particular emphasis placed on the importance of English and Mathematics and uses an integrated approach to providing authentic learning experiences across all domains of the Victorian Curriculum, including; Daily physical activity, Italian language and music program. Extra-curricular activities such as camps and excursions are available to all students. The school presents many 'real life' learning opportunities for our students, through camps, excursions and student led projects. The students have been part of a Social Enterprise in Schools program since 2016 and have run a number of successful ventures that have supported social causes that the students care about.

We strive to give every student a 'voice' in the school, as well as provide them with responsibility and leadership opportunities throughout their schooling. The school is part of the Rights, Resilience and Respectful Relationships program, extensive camps program and Social Enterprise program. The school derives value adding from its active participation in The King Valley Cluster of schools. Cluster initiatives include the Stephanie Alexander Kitchen Garden and Cooking program, a shared Italian teacher, a range of sporting activities including Personal Best athletic sports, cultural days and professional learning initiatives. The school was established in 1875 and many of the families have historic links with the school. The school is the focal point of much community activity.

GUIDING PRINCIPLES

'Exceptional Educational Experiences'

To provide a caring, stimulating and safe environment which guides students toward their full potential, in a dynamic learning environment. The school has particular emphasis placed on the importance of English and Mathematics.

To use an integrated approach to providing authentic learning experiences across all domains of the Victorian Curriculum.

To provide a comprehensive and inclusive curriculum including; Daily physical activity, Italian language and music program. To deliver extra-curricular activities such as camps and excursions which are available to all students. The school provides many student directed activities and opportunities.

We strive to give every student a 'voice' in the school, as well as provide them with responsibility and leadership opportunities throughout their schooling.

To run an extended transition into and out of the school, which supports students and strengthen theirs and their families' connections to our school community.

To proactively encourage parent and community involvement in our school to enhance student learning and connectedness.

SCHOOL PROGRAMS AND FACILITIES

The school has excellent programs and facilities for its present enrolment. Currently it makes use of three classrooms in the main building, a performance room, library and a community built Art facility. The school has become an integral part of the community with links formed with civic groups and businesses. The school operates an Outside School Hours Care service after each school day and a Vacation Care program during the holidays.

The school presents many 'real life' learning opportunities for our students, through camps, excursions and student led projects.

CURRICULUM PROFILE

The classes at Whitfield District Primary School are organised in Year Levels from P-6. In 2021 we have a Prep - Grade 3 class and a Grade 4 – 6 class (this may vary depending on numbers).

The classroom program is planned as a unit, providing opportunity for team planning, sharing of ideas and good use of each individual teacher's skills and interests. The classroom teacher caters for each child's educational needs individually. Classes work together on a regular basis.

The school provides high quality learning programs in the 8 key learning areas. English (reading, writing, spelling, speaking and listening), Mathematics (number, measurement & geometry, statistics & probability), Science, Technology, Arts (performing and visual), Health & Physical Education, Humanities (geography and History), Languages (Italian). The balanced curriculum covers all core subjects with the emphasis on **literacy and numeracy**.

Each day all students participate in a block of **literacy**. These sessions cover reading in small focussed work groups, writing, spelling and other language skills. Parents are welcomed and encouraged into the school to listen to reading with younger students.

Each day all students participate in a block of **numeracy**. These sessions cover concept and skills development including mental and written mathematics. The school provides additional small group and individual support for students in literacy and numeracy based on student need.

At Whitfield District Primary School each child is introduced to the 8 key learning areas within real and simulated learning situations. All children are given the opportunity to learn at their own rate while being encouraged to extend themselves to reach their full potential. The teachers utilise many teaching styles to accommodate each child's unique learning ability. The capabilities (personal & social, intercultural and ethical) are taught throughout learning activities at the school, as is critical & creative thinking skills.

Shared specialists conduct lessons in the areas of **Library, Language – Italian and Art**. The classroom teachers take Physical Education, Digital Technologies, Music and Drama

Respectful Relationships, Rights and Responsibilities Program (social, emotional literacy) –

All students throughout the year, each classroom experiences a weekly Respectful Relationships lesson. The emotional literacy and resilience learned through this supports students in the Practical Learning Program. When faced with new experiences, challenges or being pushed out of the 'comfort zone', students report the value of the knowledge and skills learned in Respectful Relationships.

Social Enterprise

This program develops skills in project management, interpersonal skills, problem solving, creating a shared vision, developing an action plan. Skills of continuous learning cycle include: plan, act, reflect and learn.

Parents can be involved in many activities including class reading, maths lessons, physical education, and in assisting with excursions and with the camps program (overnight camps require a current Working With Children Check)

A transition program exists for kindergarten children who will be attending Year Prep the following year. A program also exists for the Grade 5 and 6 children as they begin preparing for secondary school.

PRACTICAL LEARNING PROGRAM (CAMPS AND EXCURSIONS)

The practical learning program at Whitfield District Primary School is extensive and exceptional. In offering a tailored program to enhance the curriculum, students are supported to learn and grow through a range of experiences that focus on physical and social development.

Camps are an opportunity for students to be immersed in learning. The classroom curriculum is focused on the camp experience leading up to, during and after each camp experience. The immersion of students in the teacher supported learning environment of the program allows for accelerated outcomes.

During the younger years, shorter camps in the North East are offered in conjunction with other schools from the cluster. In the past, these have included alternating between Beechworth and Bright for a 2-3 day camp. Both towns offer many educational opportunities that match well with the curriculum and learning outcomes of the school.

The year 3-6 group experience an extended camp of 5 days/ 4 nights. The program rotates through four different camps, which have happened as below:

2020 Melbourne – (City focus)

2021 Ballarat – (Historical focus)

2022 Wilsons Promontory – (Coastal focus)

2023 Vic. High Country – (Mountains/forests/rivers focus)

Snow Day and Ski Camp

A highlight of the year for many students and families, the snow day is an introduction to the snow. For many families, the support of the school the community is the only way they feel confident to access this experience.

Connecting with the local environment and opportunities unique to the area, the school joins with others in the cluster to provide the opportunity for students to experience skiing in the Victorian Alps. Snow falls in less than 1% of Australia so this is an opportunity specific to our region. (Ski camp is an optional camp for grades 4-6)

Musical event

When appropriate musical theatre performances are available, the whole school travels to Melbourne to attend a show. This is a wonderful opportunity for experience professional theatre production and the urban environment as well as the social development of whole school outings. Older students are seen to take care and responsibility for younger students. Parents and community members join the adventure, which is also great for the students to experience other adults being involved in the school.

Swimming program

An immersive experience with 8 x 1 hour long sessions over a 2 or 3 week period in term 1. Students develop water safety and survival skills as mandated by the curriculum and Victorian Government, providing vital lifelong skills.

Bike Ed and Bike Ride Day

Bike education usually runs during Term 2 or 3. Students learn safety and develop confidence through regular sessions on the school grounds. The program culminates in a whole school outing. Students ride on Rail Trails as a safe and fun way to extend and finalise the learning through each annual Bike-Ed session.

Stephanie Alexander Kitchen Garden Program

For Year 3 - 6 this program offers valuable gardening, cooking and nutrition knowledge and skills. In conjunction with Edi Upper Primary School, this is a fortnightly program.

Dates for 2021

- Sailing – transition camp Year 6 (3 nights) early March
- Camping program Years 3 & 4 (3 nights) May
- Camping program Years 3 - 6 (4 nights) Melbourne, Term 4 - TBA
- Ski Camp for senior students (2 nights) - Term 3 – TBA
- Camping program Years 1 - 2 (2 nights) - Term 4 – TBA
- Camping program Years P -2 (held here at the school – 1 night) December
- Bike Education program Grades Prep to 6 - Term 2 or 3
- Leadership camps (for selected grade 5-6 students)
- Annual School Athletics (based on Personal Best). Usually in May
- Some children then participate in district/region/state sporting meets.
- Swimming program for all Grade levels February/March
- A number of performances, which provide the children with cultural experiences that focus on music, drama, art and literature are organised throughout the year.

Financial Assistance for Families

If your family is eligible, you can receive financial assistance to help meet the costs of your child's education.

- *Camps, Sports and Excursions Fund
- *Child Care Benefit and Family Assistance
- *State Schools' Relief uniform assistance.

Camps, Sports and Excursions Fund

The Camps, Sports and Excursions Fund (CSEF) is available to valid means-tested concession card. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities, (please note, unfortunately this cannot be used for private instrumental lessons).

Child Care Benefit and Family Assistance

The Child Care Benefit helps eligible families with the cost of outside school hour's care, vacation care and registered care. For more information about eligibility and making claims, see Centrelink: Child Care Benefit.

State Schools' Relief uniform assistance

State Schools' Relief is a not-for-profit Victorian charity that provides government school students with financial assistance for uniform and footwear. Eligibility
State Schools' Relief support any student attending a Victorian government school on the advice of the school if parents or carers are facing one or more of the following: *Health issues resulting in serious financial difficulty. *House fires where school clothing is lost. *Natural disasters *Serious financial difficulty. For more information, see: State Schools' Relief.

OUTSIDE SCHOOL HOURS CARE PROGRAM

Our OSH program has been operating for over twenty years providing both after school care and vacation care. Our service has been accredited by the National Childcare Accreditation Council and our Co-ordinator Pam Spencer has a Certificate IV in Children's Services and a Diploma in Outside School Hours Care.

After school care operates from 3.30pm to 6pm week nights and vacation care operates from 8am until 6pm during school holidays. Child Care Benefit (CCB) is available to qualifying parents. The service regularly combines with Oxley OSH for excursions during the holidays.

Bookings can be made by ringing **0448 298 467** and leaving a message prior to 3.30pm. Vacation Care information is sent home before the end of each school term. Details are also available on the school website.

THE ROLE OF PARENTS IN THE SCHOOL

The active support and encouragement of parents is, of course, necessary for the educational growth of your child. You can stimulate this growth by taking an interest in the daily activities and achievements of your child, the work he/she may bring home, and by visiting the school on both formal and informal occasions. Parents are greatly encouraged and welcomed at the school at any time to assist. Please talk with the teachers to find out when this is best to occur. Home Reading should be a daily activity. The students are provided with books and a Home Reading Record for you to fill in and/or sign.

School Council

The School Council is a legal entity similar to a Company and is composed of unpaid members. The composition of the Whitfield District Primary School Council is:

- The Principal
- 10 Parent members elected by parents and teachers
- 1 Teacher / Department of Education employee

There will be elections for School Council in March this year. Members are elected for a term of one or two years.

Summary of the School Council's Areas of Responsibility

- Work with the staff in shaping the educational policy of the school.
- Stimulate interest in the school
- Assist in drawing up annual financial budget of proposed expenditure.
- Monitor all expenditure of the school's money.
- Keep financial accounts as directed by DEECD and publish an audited statement of receipts and payments each year.
- Select the School Principal.
- Be the employer of any employees at the school other than teachers.
- See that the buildings and grounds are kept in good state of repair.
- Suggest improvements/extensions to buildings and grounds.
- Provide for cleaning and sanitation.
- Have all its records at the school.
- Conduct working bees.

Parent involvement

The school aims to advance the educational and social welfare of the children. Your active involvement in learning activities, excursions, performances, student/parent /teacher interviews, fundraising efforts and school events will demonstrate to your child that you value the role the school can play in their lives.

We hope you and your child have a happy association with our school. Over the years we as parents have worked hard for our school and the results of our labour have been very worthwhile. The school council organise several major fundraisers through the year including catering for the King Valley Art Show and community events. Parents also cook and supply hot lunches in Term 2 & 3. We are proud of the happy atmosphere in our school environment and the facilities we have to offer the children.

SCHOOL ENVIRONMENT

During February, Preps will attend school on Mondays, Tuesdays, Thursday and Friday's from 9.00am to 3.30pm. The children will attend for the full week from the second week in March (after the Labour Day weekend).

School Times

9.00am	School Assembly
11.00am - 11.30am	Morning Recess
1.00pm - 2.00pm	Lunch
3.30pm	Dismissal

These are normal school times. If any changes are necessary, parents will be notified. Children will be supervised before school between 8.45am and 9.00am, and after school between 3.30pm and 3.45pm. We do not have the resources to supervise outside these hours other than bus children. If you are unable to pick up your child for any reason please ring the school. As the office is not always attended if your call is not answered by someone you **need to leave a message on the school mobile or the OSH mobile regarding any afterschool changes or arrangements. Both phones are checked by teachers and OSH staff just prior to dismissal of students. School mobile 0428 298 286 – OSHC mobile 0448 298 467. Do not leave a message on the school landline.**

If we are unable to contact a parent or guardian in the short term the child will be placed in the After School Care Program until contact is made. The parents will be required to pay for the cost of the After School Care.

Arriving Late: If your child is arriving late to school you must deliver them to the main building personally, sign your child in and notify a staff member. **Under NO circumstances should a student arriving late be dropped off and left at school.** (This is vitally important as there are times where the whole school is away on excursion or activity)

School Uniform

The wearing of school uniform is strongly encouraged.

The school colours are bottle green and red.

The following garments make up the school uniform.

- Bottle green shorts or culottes.
- Red polo shirt with logo.
- Broad brimmed hat (supplied by the school once enrolled)
- Green track pants.
- Red or green windcheater
- Red or green polar fleece jacket or vest

School uniform can be purchased from Uniform Zone, 52 Norton St, Wangaratta.
Ph 5721 7773

Please clearly label all articles of clothing with your child's name.

Prep Enrolment

Children must be at least five years old on, or before, 30th April of the year of enrolment before they can be admitted to school. Attendance is compulsory for children six years of age.

All new Prep children must present evidence of up to date immunisations or get an Immunisation certificate from the Health Inspector at the City Offices.

If your child has any special problem or disability please let their class teacher know. If your child is "unwell" please keep him/her home until she/he is fit again.

Admission of Pupils

The parent or guardian is required to produce evidence of the child's date of birth. This is usually in the form of an official birth certificate or an extract of entry. Immunisation Status Certificate and contact details for Parents/Guardians, emergency contacts and any relevant health and welfare information.

School Stationery Requirements

Your child will need

- A school bag

All basic stationary requirements are provided by the school.

Bus Travellers

Please notify the school if your child will need to use the school bus. We will advise you where your child can board the bus. Please insist on your child using and travelling on the bus in a safe and acceptable manner. Misconduct on the bus can lead to refusal to carry the child. Please contact the driver – Wendy for any changes to usual arrangements.

Mobile: **0418 989 938** UHF: **Ch 40**

Leaving the School Grounds

Under no circumstances are pupils to leave the school grounds without permission. Requests for permission must be made in writing by parents.

School Excursions

The Department of Education and Training (DET) requires parents' formal approval before students are allowed to take part in excursions and activities. A permission notice will be sent home for you to sign to allow your child to attend excursions and camps. A medical permission form will be required for each school camp.

Absences

A written explanation must be provided after each absence, a phone call explaining an absence from a parent/guardian is also acceptable, as are text messages **(0428 298 286)**. All absences need to be explained, this is a rule of the Dept. and we are expected to adhere to it. All absences must be followed up by the school.

Discipline

The school has a Student Engagement Policy, which is enclosed with this booklet. We believe it is important for parents to read through the policy with their children and to talk to them about the reasons for having rules.

Visiting the School

Parents are most welcome to visit the school at any time. If you wish to discuss your child's progress with his or her teacher please ring to make an appointment time outside of class time so that the teacher can give you his or her full attention.

Bringing Money to School

Money brought to school should be in an envelope which shows on the outside the child's name, grade, the amount enclosed and the purpose. This should be given to the class teacher or office staff.

Library

Children are encouraged to borrow school library books at any time. The Mobile Library Van and library specialist visit the school on a fortnightly basis.

Lost Property

Please name all articles sent to school, particularly clothing.

Private Property

Private property brought to school by children is not insured nor is the Department of Education and Training responsible for any loss.

School Newsletter

To help foster closer ties between home and school, a newsletter is produced fortnightly. An electronic copy can be emailed home to those parents who request it. All newsletters are available on the school website.

www.whitfieldps.vic.edu.au

Parent-student-Teacher Interviews

During the year the school organises two formal parent-teacher-student interviews. You may, however, request an interview at any time throughout the school year.

School Lunches

During 2nd and 3rd term, the Parents Association provides a two-course lunch at a cost of \$3.00 per child. This lunch is provided on Wednesday, by parents working on a rostered volunteer basis.

Children have supervised access to the microwave oven to re-heat food brought from home only. Instant noodles are **not** allowed, the boiling water is a safety hazard.

Birthdays

Children may bring cakes along to celebrate this special day.

HEALTH AND SAFETY

If your child has any complaint that you feel the school should know about it is important to notify the school as soon as possible.

Early notification of deafness, poor eyesight, nervous disorders, bladder or bowel weakness etc. is of great help to teachers and may save your child being embarrassed.

In the event of absence, a note must always be sent to the grade teacher so that the reason may be recorded according to the attendance regulations.

Examine your child's route to school. The Road Safety Council has shown that your child is not likely to be an accident victim if he/she

- wears bright clothes during the winter months
- crosses streets at intersections
- uses a regular route he/she knows well.

If your child becomes ill at school, the school will notify you and request that you take your child home.

Should the principal consider it necessary, an ambulance will be called and the child taken to hospital.

Learning is best accomplished when children are healthy. If your child is unwell, please keep him/her home until well enough to take part in the school program.

Administration of Medication

Some children attending school need medication to control illnesses such as asthma and epilepsy or have emergency medication to treat allergies to insect bites eg. Jumping Jacks and bee stings.

It is school policy that only prescribed medication is to be taken, and this is to be administered by the teacher only after instructions from the parents. Parents are encouraged to administer medication to their own child. The medication will be kept in a safe place - eg. the office.

Please inform the school if your child suffers from asthma or anaphylaxis, as the school must register this information.

Infectious Diseases

Children are excluded from attending school, for the times indicated, when suffering from the following ailments:

Chicken Pox Until fully recovered.

Measles For at least (7) days from the appearance of the rash or until a medical certificate of recovery is provided.

Mumps Until fully recovered.

Pediculosis **(Head Lice)** Until appropriate treatment has commenced. When it is deemed necessary the school may need to undertake a head lice check. Students can return as soon as treatment has commenced.

Rubella	(German Measles) Until fully recovered and at least 4 days from onset of rash.
Whooping Cough	For 4 weeks or until a medical certificate of recovery is produced.
Other diseases	Please contact the school for information.
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return provided the appropriate treatment is being applied and that sores on the exposed surfaces eg. scalp, face, hands and legs are properly covered with occlusive dressing.
COVID-19	Students experiencing compatible symptoms with coronavirus (COVID-19), such as fever, cough or sore throat, should not attend school. Where students have been tested, they must isolate until they receive their test result.

School Nurse

The child and family health program offers all Victorian children a health assessment in their first year at school. The program is delivered by school nurses. In order to carry out a health assessment, the nurse needs information that only parents and guardians know about their child. Prior to the nurse's visit, parents will receive a School Entrant Health Questionnaire that will assist you to provide this information.

Parents are encouraged to consult the school nurse, at the time to discuss any concerns they may have. This consultation can take place during the nurse's visit. All information is confidential. The Health assessment is not intended to replace your normal source of health care.

School nurses are available to see any children from other grades that are causing concerns to parents or teachers. For further information please contact your child's teacher or the principal.

Sun Smart Policy

At Whitfield District Primary School we have a Sun Smart policy that adheres to the guidelines set down by the Victorian Department of Education and Training. Children are required to wear wide brimmed hats during all outdoor activities in terms 1 and 4.

Emergency Contacts

An emergency contact list is maintained at the school so that approval for prompt medical attention can be obtained when needed. If your contact details change, please notify the school so that our information can be updated.

Student Engagement Policy

Whitfield District Primary School

SCHOOL PROFILE STATEMENT

Whitfield District Primary School is a small rural school which services children and their families from the locations of Cheshunt, Cheshunt South, Rose River, Whitfield and King Valley. Families derive their incomes from farming and skilled or semi-skilled employment in Wangaratta and the local community.

The school enjoys overwhelming support from these families. They support classroom programs, maintain grounds, and actively participate in camps, excursions and our large gardening and cooking programs.

Whitfield District Primary School

- Provides a positive learning atmosphere
- Values academic achievement
- Promotes and encourages the qualities of consideration for others, fairness and contributing to the greater good through community service and responsibility.
- Prioritises individual growth and personal achievement
- Prepares the students for a successful future
- Places high expectations on staff and students alike
-

WHOLE SCHOOL PROMOTION STATEMENT

Vision

Exceptional Educational Experiences

Purpose

To provide a caring, stimulating and safe environment which guides students toward their full potential, in a dynamic learning environment, with a particular emphasis placed on the importance of English and Mathematics.

VALUES

The values which form the basis of the actions of the Whitfield School community are:

Respect

- Recognising and accepting the differences in ability, race, age, religion and beliefs of others.
- For our environment.

Learning

- Developing and acquiring knowledge, skills, values and attitudes focusing on our personal best at all times.

Goal setting

- Awareness and development of personal goals, both academically and socially.

Teamwork

- Learning together to achieve the best possible outcomes for all.

Honesty

- Truthfulness and open communication in everything we do.

Communication

- Developing and practicing good communication and social skills.

RIGHTS AND RESPONSIBILITIES

Whitfield District Primary School offers a safe, supportive and inclusive environment. We respect and maintain dignity at all times. We value and promote the rights and responsibilities of students, staff and parents.

School staff and principal are committed to:

- valuing and accepting the right of all people to live in a free, just and peaceful society
- embedding Human Rights Education and Values Education across all aspects of school life including the formal curriculum, learning programs and extra curricula activities
- modelling appropriate behaviour by treating everyone with respect and valuing the contributions of all school community members
- promoting and embedding a human rights culture within the school community
- evaluating the school's progress as they work to establish an inclusive, positive and tolerant school environment.

Students are expected to:

- value and accept the right of all people to live in a free, just and peaceful society
- treat everyone with respect, including self.
- Take responsibility for self and contribute to a culture of community.

School councils are committed to:

- valuing and accepting the right of all people to live in a free, just and peaceful society
- ensuring that staff and students are aware of the 'Charter of Human rights and responsibilities Act'
- ensuring that school policies and practices are consistent with the intent of the charter and take human rights into consideration
- promoting respect and understanding among members of school community regardless of their cultural, religious, racial and linguistic backgrounds
- promoting and embedding a human rights culture within the school community.

Parents and carers can promote positive educational outcomes by

- taking an active interest in their child's educational progress
- cooperating and communicating regularly with the school
- actively supporting their child's engagement in the school environment
- supporting the school in maintaining a safe, respectful learning environment.
- Positively promote and supervise the use of digital technologies out of school hours

SHARED EXPECTATIONS

School staff supports students to effectively engage in their learning and experience success by

- inclusive teaching practices
- rich and diverse curriculum practices
- informed and evolving pedagogy
- celebrating and embracing diversity
- implementing high academic standards
- helping students to achieve above these standards
- individual learning goals and plans

Students can expect and are expected to contribute to

- safe behaviour and an inclusive school
- attend regularly and participate
- manage their own behaviour
- respect themselves, the community and the rights of others
- their own safety, with the support of the whole school community, to protect them from bullying behaviours, cyber bullying and any unsafe practices.

Parents and Caregivers can support school by

- Encouraging regular student attendance
- Modelling positive behaviours
- Being active in their child's education
- Assisting students at home
- Promoting positive outcomes
- Communication
- Respecting the learning environment

SCHOOL ACTIONS AND CONSEQUENCES

Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the School under any circumstances.

Relationship based, whole school and classroom practices are the best way to support positive behaviours. Some students require additional support to develop pro-social, positive behaviours. A staged response, with reinforcement is sometimes required. This is best supported with calm, consistent and predictable school classrooms and environments that recognise all children's individual needs and provide appropriate support.

At Whitfield District Primary School children are supported by caring and astute staff. Classroom behaviour, playground activities, school data and parent communication are all valuable insights into social and learning behaviours. Staff seek appropriate professional advice and when required will implement a staged response. Some interventions and prevention strategies are applied as needed; such as Individual Learning Plans, eSmart curriculum, student designed classroom norms.

Reinforcements and consequences:

We all try hard to follow our school rules and enjoy positive reinforcements such as:

- Verbal praise.
- Stickers, and similar incentives and awards.
- Recognition in the newsletter.
- Principals 'Thumbs up' award.
- Supervised special activities.
- Development of student sense of pride and intrinsic motivation.

If we choose to break the rules consequences apply. These include:

- Discussion
- Solution focussed problem solving.
- Staff supported conflict resolution.
- Genuine apology
- Withdrawal for appropriate length of time - supervised.
- Notification of Parents.
- Suspension.
- Expulsion (within Department of Education and Training guidelines).

SUPPORTING DOCUMENTATION AVAILABLE ON REQUEST AT SCHOOL

Student discipline and procedures- suspension and expulsion guiding principles, DET 2015

Whitfield District Primary School - 'working' individual learning goals and plans

Check list for staged responses

Transition procedure

School Handbook - supplied to every family