



2024-  
2025



# Koondrook Primary School

Information Book



# Principal's Welcome

Koondrook Primary School is an educational hub that provides both Preschool and Primary School education. Making education an exciting, rich and personal appropriate experience for each and every child and their family is important to us.

We take this opportunity to welcome your child to our school and you to the school community. This booklet has been prepared as a guide to enable you and your child to feel part of the school as quickly as possible. We hope that the primary school life of our new pupils will be a happy and stimulating experience. We further hope you will support our activities and functions with enthusiasm, and we look forward to working together to provide the best possible learning environment for your child.

If at any time there are matters of concern to you, please contact the school to make an appointment to discuss them with the Principal or the classroom teacher.

The staff of the school share in the responsibility of helping your child grow by providing a rich learning environment where children can develop to their highest potential in all areas. We are constantly developing our programs to ensure that the school life of your child is happy, stimulating and personalised to suit their learning needs.

The following pages are intended to help parents in preparing the new pupils to adjust to the wonderful experience of school life here at Koondrook Primary. We look forward to working with you in an ongoing manner.

Amanda Bradford



# School Contacts

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Koondrook, Victoria, 3580

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Facebook Page: Koondrook Primary





# Our Mission

## **Mission:**

Provide a supportive, safe and secure learning environment that promotes thinking, creativity and individuality.

Provide high quality programs that engage our students in their learning and instil the essential skills that will enable them to reach their full potential; supporting and extending them in all forms of academic, social, creative and physical endeavours.

Create a resilient school community where all students develop independence, emotional intelligence and social competency as they strive to achieve their full potential as 21<sup>st</sup> century learners.

Provide a stimulating and supportive environment for all teachers; and assist, inform and involve parents and the greater community of Koondrook.

## **Vision:**

Koondrook Primary School works towards achieving its purpose by planning and implementing academic, sporting, artistic and social programs and administrative policies that support and enhance the individual and group. Our programs cater for individual differences.

- All children are accepted as individuals
- All programs strive to bring out the best in every student
- All programs recognise and support students' academic, artistic and sporting talents

The school works to ensure teamwork among school council, staff, students and the wider community. The school values and welcomes parent participation.

# Our Values

At Koondrook Primary School, we have a set of three values that are reflected in our everyday learning and interactions and are displayed and taught explicitly in all areas of the school.

Our values are:

## Respect

Accepting differences and treating everyone with kindness

## Responsibility

Making the choices that will lead to positive outcomes

## Resilience

The ability to cope and 'bounce back' when faced with a challenge



# Koondrook Primary School

Koondrook Primary School is situated in the small rural township of Koondrook. Our school is located on Murray Parade, Koondrook, in the Shire of Gannawarra. Situated in a delightful bush setting the school is tucked into a bend of the Murray River.

Koondrook Primary School No. 2265 was established in 1880 to serve the township of Koondrook and surrounding district. Koondrook Primary School is part of the Murray Plains Cluster of schools. Enrolments are drawn from within the town and the surrounding farming district. A bus service brings students in from outlying areas and the current student population is 108 students.

Koondrook Primary School currently operates five classes -

- Prep - 1
- Years 1 - 2
- Year 3
- Years 4 - 5
- Years 5 - 6

The school has a current staffing of six fulltime teachers which includes the principal. We have one part time teacher, six Learning Support staff and two Business Managers. We also have visiting MARC-Library, MACC-Art and Science Specialists. Koondrook has a range of teaching staff from beginning teachers to experienced staff. The school prides itself on the diverse curriculum offered to all students.

# Koondrook Primary School

During 2013, we moved into the new school, under the BER umbrella. It is a modern facility with up to date technologies, 2 learning areas, a shared project/Library space and an administration and toilet area. In 2015, the increase of student numbers saw the installation of a double portable classroom and in 2024 we received another single portable classroom. Since the completion of the new Preschool building, we now have the old Preschool building as our Prep/Foundation area with their own play equipment. We work in flexible learning spaces with the students having the choice of a variety of working spaces within the classrooms.

The opportunities provided through this learning environment have resulted in enhanced team teaching and planning, more sophistication in delivering a differentiated curriculum and greater assistance to students at point of need.

Koondrook Primary School also has a new purpose built Preschool on site which offers three-year-old and four-year-old Preschool programs. Some of the Preschool students in the area also access Preschool in Kerang and Barham. We have established strong ties with all the Preschool centres.

Students exiting Koondrook Primary School usually attend either, Kerang or Barham Secondary Schools. An outstanding transition program exists to enable smooth transition from Preschool to school, and then on to secondary school and the school liaises closely with all institutions.



# Koondrook Primary School

We implement the Victorian Curriculum. We offer a full curriculum including English, Mathematics, Humanities - History, Geography, Economics, Civics and Citizenship, The Arts- Visual Art, Music, Dance, Science, ICT, Health and Physical Education, Stephanie Alexander Gardening and Cooking Program, Reading Recovery as well as MACC (Art) and MARC (Library) weekly services. Our student Leadership Program ensures that students have the opportunity for student voice in what we do at Koondrook Primary.

Various means are utilised to communicate with our community. We publish a fortnightly newsletter, have an active school webpage, use our school Facebook page and texting as a means to inform and promote school activities and achievements. Local community groups also offer support to the school as volunteers in sport, gardening and classroom helpers and 'End of Year' awards for our year 6 students. The school has a strong involvement in many significant community activities.

At Koondrook Primary School we work cooperatively and collaboratively to ensure that the school operates effectively and that its Policies and Programs are relevant and effective. Great emphasis is placed on the development of literate and numerate children who have a real joy for learning. In striving for continuous improvement, Koondrook Primary School is committed to maximising the educational opportunities for all students, with staff Professional Learning playing a vital role in achieving this.

The rural atmosphere, moderate student numbers and community involvement contribute to a relaxed friendly environment in which students at all levels are able to receive individual attention. Cross age interaction and leadership qualities are facilitated and developed.



# Enrolment Procedures

## Admission, Enrolment and Transfers

We welcome all enrolment enquiries into Koondrook Primary School. We hold tours of the school for any interested families on request. Simply contact the Office to make an appointment time.

The placement of students in Koondrook Primary School will be consistent with Department of Education Policy. You can get information regarding eligibility and placement from this website: [findmyschool.vic.gov.au](http://findmyschool.vic.gov.au). Children must turn 5 years of age by 30<sup>th</sup> April the year they begin Prep. It is vital that children are ready to commence school. Information on readiness is available from the school. Parents who are in doubt as to whether their child is ready for school, should seek advice from the school and kindergarten directors.

Parents enrolling a child for the first time need to complete an admission form, emergency card and, if appropriate, an asthma information card and bus travel eligibility form. An immunisation certificate from the Shire is also required. Foundation children do not attend school on Wednesdays in February. This enables them to settle into the school routine without becoming overtired. During this time children do attend for one hour assessment screening.

## Foundation/Preschool Transition Program

The school runs a comprehensive transition program, which begins in Term 4 each year. These regular sessions aim to familiarise students and parents with our school, and for the school to get to know more about you and your child. Students are welcome and encouraged to participate in a variety of activities with current Foundation students.



# Staff 2024

**PRINCIPAL:** Miss Amanda Bradford

**TEACHERS:** Mrs Sophie Lake (Learning Specialist/  
Disability & Inclusion)  
Mrs Kate Bartels  
Mr Bernie Monaghan  
Mrs Rebecca Meek  
Ms Frith Selleck  
Miss Kelsey Archibald

**TEACHER SUPPORT:** Mrs Karen Naismith  
Ms Danielle Tuck  
Ms Diane Schier  
Mrs Sarah Turvey  
Ms Mandy Champion

**SPECIALIST TEACHERS:** Mrs Helen McLaren (MARC)  
Ms Sally Bentley (MACC)  
Ms Judith Warren (Science  
& Tutor Program)

**WELLBEING:** Ms Rianna Matuch

**BUSINESS MANAGER:** Mrs Judi Ficken, Donna Miles

**CLEANER:** Mrs Kathy Woolhouse

Term Dates	2024	2025	2026
<b>Term 1</b>	29 <sup>th</sup> January - 28 <sup>th</sup> March Students start 30 <sup>th</sup> January	28 <sup>th</sup> January - 4 <sup>th</sup> April Students start 29 <sup>th</sup> January	27 <sup>th</sup> January - 2 <sup>nd</sup> April Students start 28 <sup>th</sup> January
<b>Term 2</b>	15 <sup>th</sup> April - 28 <sup>th</sup> June	22 <sup>nd</sup> April - 4 <sup>th</sup> July	20 <sup>th</sup> April - 26 <sup>th</sup> June
<b>Term 3</b>	15 <sup>th</sup> July - 20 <sup>th</sup> September	21 <sup>st</sup> July - 19 <sup>th</sup> September	13 <sup>th</sup> July - 18 <sup>th</sup> September
<b>Term 4</b>	7 <sup>th</sup> October - 20 <sup>th</sup> December	6 <sup>th</sup> October - 19 <sup>th</sup> December	5 <sup>th</sup> October - 18 <sup>th</sup> December

# Classes

## **Class Groupings**

Class groups are determined each year and may vary from year to year considering cohort size and student group dynamics.

## **Class Sizes**

Class sizes enable teachers to provide more personalised and attentive educational experiences for each individual student and ensure support and extension for all.



# School Times

*It is important to arrive and be prepared for 9:00am*

**School commences:** 9.00am

**Morning recess:** 11:00 am to 11:35 am

**Lunch:** 1:35 pm to 2:20 pm

**School dismissal:** 3:30 pm

**Supervision:**

All recess periods, including eating lunch are supervised by staff. No one has permission to leave the school grounds between when they arrive at school and 3:30pm, unless special permission has been granted. Although teachers may arrive at school quite early in the morning, they do not officially commence duty until 8:40 am.

**Assemblies:**

Our Student Leaders host assemblies which are mostly held every second Friday at 3:00pm on the BV (Back Veranda). Each class is rostered on to perform an item to encourage their leadership development. Student class awards are presented at the Friday assemblies. Parents are welcome to attend.



# Travel to School

## Bus:

A bus timetable is drawn up and will be sent home. The bus driver must be obeyed.

- Stay in the same seat unless permission is granted.
- Keep noise down to an acceptable level.
- No eating or drinking on bus.
- Remain seated while bus is travelling.
- Care for younger children.
- Report annoying behaviour or problems to teachers.
- Use safe behaviour when getting on and off the bus.

Any alterations to normal bus arrangements must be in writing to the attention of the teachers so that a Bus Permit can be issued. Parents need to contact the school if they have problems with the bus.

## Bike/Scooter Riding to School:

Parents are reminded that helmets are compulsory by law. Children under 9 should be accompanied by an adult.

## After School Arrangements:

If your child is not going home with you or your usual arrangements a note or phone call MUST be given to their classroom teacher.



# School Uniform

The school has an official uniform which is compulsory as it assists students to establish a sense of pride and belonging. A supply of uniforms is available at the school and can be purchased from the office.

A school hat must be worn from 1<sup>st</sup> September until 1<sup>st</sup> May. A hat is provided by the school at school entry. Replacement hats must be paid for. This hat remains at school unless being washed or repaired at home.

**Summer:** Green/white check dress, green skirt or green shorts, bottle green with gold piping polo shirt, school hat.

**Winter:** Bottle green with gold piping polo shirt, windcheater or zip jacket, green track pants, green vest, green beanie. Green tights are available too.

**Footwear:** Black school shoes or runners. Thongs are not acceptable footwear.

**Please ensure EVERYTHING is named**

## Lost Property

Unnamed articles are placed in the lost property hamper which is situated in the foyer near the office. Parents are invited to come and search through the hamper for missing items. If items are not claimed they are washed and put in the second hand uniform store.



# Curriculum

At Koondrook Primary School we are constantly striving to plan and deliver curriculum that will be beneficial to student learning. Our school provides sequentially developed programs, which follow the Department of Education guidelines as set out in the Victorian Curriculum.

The Victorian Curriculum sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

Generally all subjects are incorporated across units of work planned by teams of teachers over the course of the year. Digital technologies are integrated into each classroom, with the aim of ensuring that students acquire skills with iPads and the use of multi-media technology. Students from Prep-Year 6 have access to iPads and the Year 3-6 students also have access to MacBook Computers.

Koondrook Primary School takes pride in the Curriculum Programs we provide. Literacy is a priority area with two hours of each day dedicated to the development of literacy skills. These skills include: comprehending texts through listening, reading and viewing; and composing texts through speaking, writing and creating. Koondrook Primary School follows the 6 Traits of Writing and SMART Spelling programs. Mathematics is also a priority area at our school. Students are immersed in a daily 60 minute, whole school approach dedicated to numeracy development each day following the Top 10 Maths Program.

The design of the Victorian Curriculum is set out below.

## LEARNING AREAS

### The Arts

- Dance
- Media Arts
- Drama
- Music
- Visual Arts

### English

- Reading
- Writing
- Speaking and Listening

## Health & PE

### Humanities

- Civics & Citizenship
- Economics & Business
- Geography
- History

### Mathematics

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

### Science

- Biological Science
- Chemical Science
- Earth and Space Science
- Physical Science

### Technologies

- Design & Technologies
- Digital Technologies

## CAPABILITIES

- Critical & Creative Thinking
- Ethical
- Intercultural
- Personal and Social.

# Programs

## Investigations: Prep to Grade 2

The Prep, Grade 1 and 2 children take part in play based and investigative learning. Literacy and Numeracy are embedded within investigations as well as History and Geography. The nature of play-based experiences promotes creativity, curiosity, imagination and scope for children to invent, explore, create and problem solve.

## Stephanie Alexander Cooking and Gardening Program

Year 3 to 6 students are involved in a school gardening project. The project objectives are to:

- Care for the garden area within the school
- Create a vegetable garden, incorporating worm farm & compost
- Create a sensory garden to include student sculptures
- Use produce from the garden to cook and experience new foods.

The students develop skills in garden design, propagating plants, cooking, mathematical concepts of area and perimeter, composting and worm farm operations, and garden maintenance.





# Visiting Specialists

## Mobile Area Resource Centre - MARC

The school has weekly visits from a mobile library (MARC van) which is staffed by a teacher/librarian, Mrs Helen McLaren. Children are able to borrow books and have lessons on library use and research skills. Green book bags are provided to new students. The MARC van visits each Monday afternoon for borrowing and Tuesday for Library Lessons.

## Mobile Art and Craft Centre - MACC

An art program is provided each week by the visiting MACC van, staffed by Ms Sally Bentley. Children need an art smock to protect their uniform from paint and glue. An old shirt is sufficient. The MACC van visits each Wednesday.

## Perceptual Motor Program (PMP)

Foundation students participate in PMP during PE sessions. A variety of activities are set up to develop a whole range of children's skills both mental and physical.

## Science

Science is provided each week with Jude Warren our Science and Tutor Program Teacher. The program focuses on the development of basic science knowledge and integrates it into interesting activities.



# Excursions and Sport

## Excursions

Most years a school excursion program is organised to enable children to experience different environments and also to develop their independence. Costs are kept to a minimum and all children are encouraged to attend. They are carefully supervised and all safety measures are taken. As part of the Murray Plains Cluster we participate in Cluster Activities and Sport days. A grade 5/6 Education Department camp to Somers is offered every second year.

We belong to a cluster of schools known as the Murray Plains Cluster and offer a camps program for Years 3-6 on a two year rotation. Destinations are determined by availability and price. Year 5/6 could be Canberra, 15 Mile Creek Outdoor Education Camp or Cottage by the Sea.

Year 3/4 could be Swan Hill Pioneer Settlement, Billabong Ranch - Echuca or Camp Kookaburra.

Prep/1/2 Stay and Play - Preps stay for dinner and games and Year 1/2 students sleep over at school.

## School Sports

Children have the opportunity to compete at district, zone and state levels if they achieve set standards.

Term 1 - Murray Plains Cluster Swimming Sports, Swimming

Term 2 - Cross Country, Lightning Premiership (Years 4/5/6- Netball, Football and T-Ball)

Term 3 - Murray Plains Cluster Athletic Sports

Term 4 - Swimming Program, T20 Cricket (Years 4/5/6)

We also offer special clinics throughout the year, e.g. gymnastics, golf, tennis and hockey.



# Home/School Partnerships

One of the most important factors in a child's schooling is the interest that parents/guardians take in their child's education. We place great importance on the 'home/school' partnership. Key features of our home/school partnership include:

## Visits to School by Parents

Parents are welcome and encouraged to visit the school at any time whether socially, to assist with programs (Reading, PMP, Sport, Gardening, ICT) or to discuss aspects of schooling. A current Working With Children Check is required. These are free to obtain online. Please sign in at the front office. Teachers welcome parent contact but prefer visits to be made, if possible, during lunch or recess breaks or before or after school.

## Student Access

In this age of changing family structures, sometimes there are circumstances where a parent or relative has been denied access to a child as a result of a court order. At other times there may be pressing reasons for particular people not to be allowed access to students even if there is no legal sanction. If there are reasons why any particular person should not be permitted access to your child, please make sure you notify the school of your wishes so we can do our best to avoid difficult situations.



# Home/School Partnerships

## Classroom Volunteers

Many parents like to offer their services to assist teachers in classrooms. This may mean working in the classroom with their child or assisting in another classroom. Assistance often involves listening to children read, but the interest and skills of the volunteer are a guide to the various contributions that can be made. It is widely acknowledged that children learn better when their parents are involved positively in the school. There are many ways in which you may assist your child and the school and we encourage you to share your talents with us.

## Parent Helpers

Parents are encouraged to become actively involved in the school. We appreciate every contribution that our community members make and hope to see some form of involvement - no matter how great or small by every family at some time.

## Working with Children Check

The Working with Children Check is a minimum checking standard set by the Working with children Act 2005 for those who work with children. To be a volunteer at the School a Working with Children Card provided by the Department of Justice is required. The card is valid for 5 years & free of charge for volunteers. The process for gaining a working with children check is quite simple and free for all volunteers and can be done online.

<https://www.workingwithchildren.vic.gov.au/>



# Finance

## Fees

The financing of school activities comes largely from government funding, special grants and Parent Club fundraising. However, to maintain current programs, it is necessary for each family to make some financial contribution in the way of school fees. These are kept to a minimum and help cover the cost of the MACC and MARC van visits, online subscriptions to educational programs and learning resources (pencils, books, paper, glue etc). Fees for 2024 are \$160, which include MARC and MACC fees.

## Camps, Sports and Excursions Fund

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students. Payments are made directly to the school and are tied to the student. CSEF eligibility will be subject to the parent/legal guardian's concession card successfully validating with Centrelink on either the first day of Term 1 or Term 2.

## Money

When children bring money to school, it is best put in a green school envelope and labelled with the amount, child's name and what the money is for, such as excursion or book club. If you run out of envelopes more can be obtained from the office.

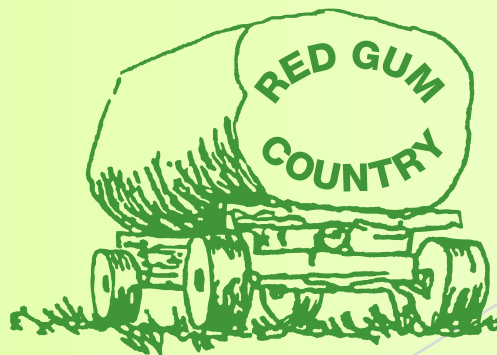
## Conveyance Allowance

Victorian children who live more than 4.8 kilometres from the school but do not use the bus, or who live more than 4.8 km from a bus stop, are eligible for a subsidy. Application forms are available from the school office.

**NSW Travel Support:** Any student living in NSW and attending a Victorian School may apply for travel allowance. Parents apply online at:

<https://apps.transport.nsw.gov.au/ssts/#/parentPortal>

Please see the office if you need assistance.



# Finance

## Lunch Orders

On Mondays, Curry on the Murray in Koondrook provides lunch orders. Orders need to be placed directly with the shop on weekends or placed in a tub at the front door at school before 9 am including correct payment.

## Book Clubs

Children have the opportunity to purchase inexpensive, good quality literature through a number of book clubs. Information on these will be sent out throughout the year (there is no obligation to buy). If you do make a purchase and it is intended as a gift we can keep it for the parents to pick up, just let us know.

## School Photos

During the year, individual, class, family and whole-school photos will be taken. There is no obligation to buy any of them.



# General Information

## Student Support

The Education Department provides access to support staff in the following areas - Speech Pathology, Educational Psychologist, Social Work and Visiting Teacher (for students with medical issues). Access is available through a referral process.

## Absences/Exemptions

All pupil absences are to be explained either by note or direct contact with the school. Where a medical condition is involved, it is important to provide relevant information. Where children are exempt from a particular activity, a note is required giving details. Children should not be sent to school if they are unwell, as the school has no facilities to support them.

## Change of Address/Telephone Numbers

Please notify the school regarding **ANY** change of address, telephone number and particularly **EMERGENCY CONTACT NUMBERS** in the case of illness or accident.

## Insurance

All students are covered by an insurance policy that covers them for any accident that occurs during school terms. The School Council kindly pays the annual premium.



# Child Safe Standards

Ministerial Order No. 870 sets out the specific action that schools need to take to meet the child safe standards. The introduction of child safe standards form part of the Victorian Government's response to the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in schools. The standards will promote cultures where protecting children from abuse is part of everyday thinking and practice in organisations. The Child Safe Standards set out to create safe places for children to fully and actively participate in the life of the community benefiting everyone. Koondrook Primary School will ensure that the children in its care are protected to the best of its ability and in line with their duty of care and the compulsory child safe standards.

**The Standards** - To create and maintain a child safe school, we will comply with the following standards:

- **Standard 1** - Culturally safe environments - Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.
- **Standard 2** - Child safety and wellbeing is embedded in leadership, governance and culture - Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.
- **Standard 3** - Child and student empowerment - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.
- **Standard 4** - Family engagement - Families and communities are informed and involved in promoting child safety and wellbeing.
- **Standard 5** - Diversity and equity - Equity is upheld and diverse needs are respected in policy and practice
- **Standard 6** - Suitable staff and volunteers - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- **Standard 7** - Complaints processes - Ensure that processes for complaints and concerns are child focused.
- **Standard 8** - Child safety knowledge, skills and awareness - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.
- **Standard 9** - Child safety in physical and online environments - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.
- **Standard 10** - Review of child safety practices - Implementation of the child safe standards is regularly reviewed and improved.
- **Standard 11** - Implementation of child safety practices - Policies and procedures that document how schools are safe for children, young people and students.

In complying with the child safe standards above, we will be mindful of the diversity of students and school communities and include the following inclusion principles as part of each standard: - Promoting the cultural safety of Aboriginal children - Promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds - Promoting the safety of children with a disability.



# Student Code of Conduct

Koondrook Primary School believes all children have the right to learn in an orderly, enjoyable and safe environment. To assist with the development of these aims, the school has developed a code of conduct for students in accordance with the Department of Education guidelines and regulations. Our code of conduct is based upon the following principles:

- All children have the right to be safe.
- All children have the right to be respected.
- All children have the right to work and play without interference.
- All children should be encouraged to be polite, courteous and well mannered.
- All children will be encouraged to exhibit pride in their school.
- Teachers should expect to be able to teach in an atmosphere of order and cooperation.
- Parents have an obligation to support the school in its efforts to maintain a productive learning and teaching environment.
- The principal, staff and school council have an obligation to implement the code of conduct reasonably, consistently and fairly.

## RESPECT RESPONSIBILITY RESILIENCE

### School Rules

There are six basic school rules:

- Move and play safely
- Care for yourself, others and property
- Resolve problems calmly, sensibly and fairly
- Respect others through your speech and manners
- Work as well as you can and allow others to do the same
- Follow staff instructions.

Early each year, teachers will establish a set of classroom rules for their own classes that are consistent with the whole school rules.

# WELLBEING

## School-Wide Positive Behaviour Support

School-Wide Positive Behaviour Support (SWPBS) is a whole school program which aims to create a positive school climate, a culture of student competence and an open, responsive management system for all school community members.

Introducing, modelling and reinforcing positive social behaviour is an important component of a student's educational experience. Teaching behavioural expectations and rewarding or recognising students for following them is a much more positive approach than waiting for misbehaviour to occur before responding.

The School-Wide Positive Behaviour Support program is underpinned by the school's values. At Koondrook Primary School, our values are reflected in our everyday learning and are displayed and taught explicitly in all areas of the school.

### Components of SWPBS

- An agreed upon and common approach to discipline
- A positive statement of purpose
- A set of Values agreed upon by the school community
- A matrix of positively stated expectations for students and staff
- Procedures for teaching the expectations
- A continuum of procedures for encouraging expected behaviours and discouraging inappropriate behaviours
- A reward system for recognising and celebrating positive behaviours
- Procedures for monitoring the effectiveness of the systems

Our values are the Three R's:  
**RESPECT, RESPONSIBILITY & RESILIENCE**

Expected behaviours are acknowledged and rewarded. Students can earn 'tokens' and these can be traded for prizes at our Rewards Shop. They have an opportunity to earn 'tokens' in their classroom, during specialist classes and in the yard. Expectations are clearly displayed in each classroom in the form of a Matrix.

### How we teach School Wide Positive Behaviours at Koondrook Primary School

Explicitly teaching our behavioural expectations and acknowledging students for demonstrating them is a key to our success. The teaching of expected behaviours is ongoing so as to achieve and maintain fluency. Instructional Practices to support SWPBS:

- **Tell** - introduce the expected behaviours and discuss why it is important.
- **Show** - demonstrate and model expected behaviours.
- **Practice** - role play expected behaviours in relevant contexts.
- **Monitor** - pre-correct, supervise and provide positive feedback.
- **Reteach** - practice throughout the day.

# Wellbeing

## WHY IS WELLBEING IMPORTANT?

- 1 in 5 Australians suffer from a mental illness in any given year
- 1 in 7 primary age children are experiencing mental health problems
- 1 in 4 secondary students are experiencing mental health problems

Student mental health and wellbeing is a top priority at Koondrook Primary School. We understand that mental health and wellbeing are fundamental to each child's performance in all aspects of their lives. By encouraging students to be respectful, responsible and resilient, we aim to equip each student with the knowledge, skills and tools that will encourage healthy mental attitudes and a sense of wellbeing, so children can learn to:

- have a positive outlook and learn constructive thinking habits
- treat themselves and others with kindness
- recognise that each choice they make creates a future of likely consequences and outcomes
- understand and feel good about themselves and the choices that they make
- be caring and active community members

The Wellbeing Programs currently in practice at Koondrook Primary School include:

- Respectful Relationships
- Zones of Regulation
- Smiling Mind



# Medical

## First Aid

First Aid is administered on site for minor cuts and abrasions. Staff will treat children with minor illnesses. Parents will be contacted and asked to take the child home if required.

## Accidents/Illness

In the event of a serious accident or illness, an ambulance will be called and the parents/guardian contacted immediately via information supplied on the Student Information Form. It is essential we have a current telephone number of both parents or guardians and an emergency contact person, if they are unavailable.

## Medicine and Tablets

If it is necessary for your child to receive medication during school hours, a Medication Authority Form stating the dosage and administration directions is necessary. Please ensure that your child hands the medicine/tablets to Karen Naismith or the office at the start of the day.

## Allergies

It is important the staff at school know of any allergies your child may have. These may include food, bees, ants and wasps. Bites and stings may affect some children severely. Please notify staff of any emergency treatment your child may require.

## School Nurse

The School Nurse is employed by the Department of Education and Training to periodically examine children in the school. All Foundation children have the opportunity to be medically examined during the first year of school with parent consent.

## Medical Exclusion of Children from School

To reduce the risk of infection to others at the school, pupils suffering from the following infectious diseases are excluded from attendance at school for varying periods of time in accordance with the Department of Education guidelines:-

- ▶ Chicken Pox
- ▶ Conjunctivitis
- ▶ COVID 19
- ▶ Diphtheria
- ▶ Diarrhoea
- ▶ Hepatitis
- ▶ Hepatitis B
- ▶ Impetigo
- ▶ Leprosy
- ▶ Measles
- ▶ Mumps
- ▶ Head Lice
- ▶ Ringworm
- ▶ Poliomyelitis
- ▶ Rubella
- ▶ Scabies
- ▶ Trachoma
- ▶ Tuberculosis
- ▶ Typhoid
- ▶ Paratyphoid
- ▶ Whooping Cough
- ▶ Meningococcal
- ▶ Infection Streptococcal
- ▶ Infection (Inc. scarlet fever)

For more information:

<https://www2.health.vic.gov.au/public-health/infectiousdiseases>

# School Council

The School Council provides a forum for the needs of the local community to merge with the Government's responsibilities in state education.

Responsibilities include:

- Determining the education policy, goals and priorities of the school through the Strategic Plan and the Annual Implementation Plan
- Approving the school budget
- Maintaining and improving buildings and grounds
- Reporting annually to the school community and DET
- Fundraising for a variety of school purposes

School Council is composed of eight members elected by the parents of the school, and four members of staff. This council is the governing body of the school and is responsible for the maintenance of the school buildings and grounds, the allocation and spending of government grant monies, curriculum policies, the welfare of pupils and teachers and the future planning and development of the school.

Elections are conducted each March at the Annual General Meeting of parents.

School Council meets every third Monday of the month at 7.30 pm.  
All welcome.

## SCHOOL COUNCILLORS 2024

• PRESIDENT	Steven Ralston
• VICE PRESIDENT	Cindy Puddick
• SECRETARY	Karen Naismith
• ASSISTANT SECRETARY	Jude Warren
• EXECUTIVE OFFICER	Amanda Bradford
STAFF REPRESENTATIVES	Frith Selleck Karen Naismith Amanda Bradford Jude Warren
PARENT REPRESENTATIVES	Jess McNeil Mandy Brennan Emily Wood Seamus McKinley Cindy Puddick Dale Laursen Steven Ralston Alanna Green

# Thank You

The Staff and School Council of Koondrook Primary School extend a warm welcome to you and your child as members of our school community.

We hope your child's school days with us will be happy and educational. We further hope you will support activities and functions with enthusiasm. We look forward to working together to provide the best possible learning outcomes for your child.

Thank you for taking the time to read this booklet. For families that are new to our school I trust that the information provided gives you a snapshot of our school. If you need clarification on anything or would like to meet with me, the School Principal, please contact me at the office. We are committed to working with all students and their families to make the learning experience at Koondrook Primary the best it can be.

