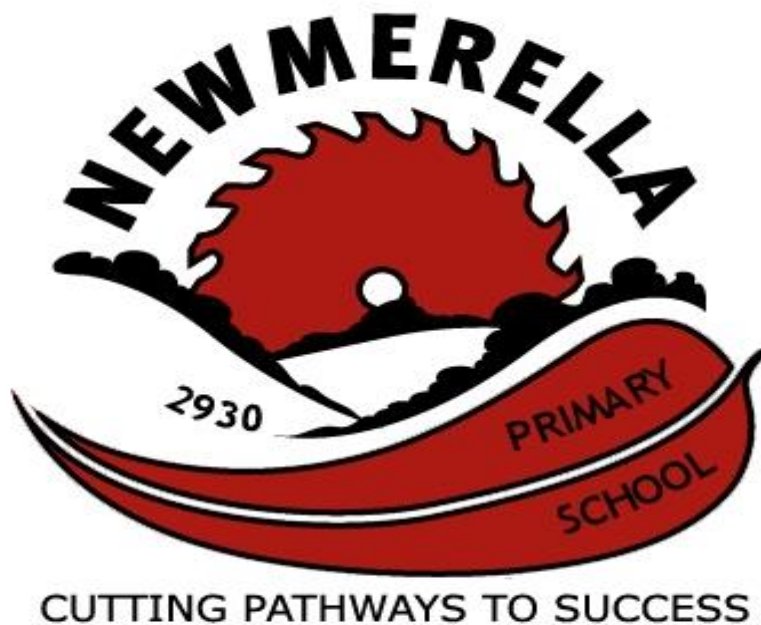


# **NEWMERELLA PRIMARY SCHOOL NO. 2930**



## **INFORMATION BOOKLET**



Newmerella Primary School  
2-4 McLaughlin's Road,  
NEWMERELLA, Vic. 3886  
Telephone 03 51541620

Email: [newmerella.ps@education.vic.gov.au](mailto:newmerella.ps@education.vic.gov.au)

Website: [newmerellaps.vic.edu.au](http://newmerellaps.vic.edu.au)

ABN: 76689308309

Banking details: BSB: 083 001 Account: 427881521

## **'Cutting Pathways to Success'**

Dear Parents and Carers,

Newmerella Primary School provides a friendly and caring environment that enhances student learning, personal growth and wellbeing for all students. We look forward to working with you and your child and watching them grow and achieve their full potential.

Our school has an open school policy that encourages parents to be actively involved in their child's learning and development.

To achieve success in delivering the educational needs of your child, we look to parents for support and cooperation. Partnerships between students, staff, parents, and the wider school community are fostered and highly valued.

We aim to provide a stimulating, safe and happy environment to assist your child's transition into our school.

Please do not hesitate to contact us. The principal and staff are committed to assisting and helping you and keeping you well informed.

Kindest regards,

Sarah Walker

Principal

We would like to acknowledge the Traditional Custodians of the land on which we are on today and pay our respects to their Elders past and present. We would also like extend that respect to Aboriginal and Torres Strait Islander peoples.

### SCHOOL PROFILE:

Newmerella Primary School opened in 1889 and is a rural school located five kilometres west of Orbost and nearly 400km east of Melbourne. The school has a current enrolment of 50 students who live in Newmerella and also travel to school from Orbost, Lochend, Simpson's Creek, Bete Bolong, Corringale and surrounding areas.

Our school offers progressive programs in a stimulating environment catering for individual needs to enable all students to achieve and celebrate success. Of particular mention are the school's extensive camps, excursions, incursions, sports, STEAM (Science, Technology, Engineering, Art and Mathematics) curriculum, music, arts, environmental programs, RRRR (Rights, Resiliency and Respectful Relationships) and Bounce Back, SWPBS (Schoolwide Positive Behaviour Support), MARC Van – mobile library service, bike education, Auslan (LOTE – Languages Other Than English) and our cooking and purpose-built industrial kitchen facilities.

Our school is at the forefront and a leader in its technology resources which include interactive screens and up to date iPad computers in every classroom.

At Newmerella, we have a stimulating learning environment with modern and attractive classrooms, a hall, art-room, an oval, three adventure playgrounds, supergrass covered basketball and volleyball courts, native vegetation, chook pen, industrial classroom kitchen, bike track and vegetable gardens.

Our school is an active member of the Snowy River Educational Community and works closely together with other schools to improve teaching and learning and provide students with social and sporting opportunities.

Parent participation in school activities and programs is widely encouraged and parental assistance in the classroom with reading and social activities is always very much welcomed.

Newmerella Primary School is committed to maximising its opportunities for all students with staff professional learning playing a vital role in achieving this.

The school's core values are caring, honesty, excellence and learning. Our school motto, 'Cutting Pathways to Success' is evident in the broad range of learning experiences and opportunities we provide to cater for individual children's interests and needs to allow all children to follow their own pathway to experience success and realise their potential.

Newmerella Primary School looks forward to continuing to provide an education of excellence for many years to come.

Welcome to our school.



## SCHOOL VISION:

Our school's vision is to provide a safe and happy learning environment, in which children are able to achieve their potential and make a positive contribution to the local and global community.

## SCHOOL MISSION:

To develop

- Positive, respectful **relationships** between students, staff, parents and the wider community
- A **culture** of performance and development, focused on continuous improvement and children's safety and protection from abuse
- A safe, welcoming, caring, stimulating and happy learning **environment** that sets high standards for effort, achievement and behaviour
- A challenging and engaging **curriculum** appropriate to the needs and interests of all students
- Highly effective and purposeful **teaching and learning** that explicitly caters for all individual needs and thinking
- A commitment by all in our school **community** to child safety and protection from abuse and the values of **Caring, Honesty, Learning and Excellence**

## SCHOOL VALUES:

Caring  
Honesty  
Excellence  
Learning

## SCHOOL TERMS:

Term 1 Victoria	Thursday 30 <sup>th</sup> January 2025 - Friday 4 <sup>th</sup> April 2025
Term 2 Victoria	Tuesday 22 <sup>nd</sup> April 2025 - Friday 4 <sup>th</sup> July 2025
Term 3 Victoria	Monday 21 <sup>st</sup> July 2025 - Friday 19 <sup>th</sup> September 2025
Term 4 Victoria	Monday 6 <sup>th</sup> October 2025 - Friday 19 <sup>th</sup> December 2025

## SCHOOL TIMES:

Start of the day:	9:00 am.
Morning recess:	11:00 - 11:30 am.
Lunch:	1:15 - 2.00 pm.
End of the day:	3.15 pm.

## PUPIL SUPERVISION BEFORE AND AFTER SCHOOL

On school days, teachers will be on duty between 8.00 am and 4.00 pm.  
Children SHOULD NOT BE AT SCHOOL OUTSIDE THESE TIMES, unless otherwise arranged.

## SCHOOL POLICIES

Newmerella Primary School is compliant with VRQA (Victorian Registration and Qualifications Authority). As a government Primary School, we are required to comply with a wide range of procedures and regulations, which are reviewed at either annually or biannually. Please contact the school Business Manager or Principal if you require further information or copies of specific policies.



## SCHOOL UNIFORM

Uniforms are compulsory at Newmerella Primary School and can be purchased at Donchi's DJ Clothing and Footwear and also Land and Surf Orbost. All students are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket hat), whenever they are outside. This is applicable in Terms 1 and 4. Peak caps and visors are not considered a suitable alternative. Please note: The school will not take responsibility for clothing that is lost or not clearly labelled.

Parents are reminded to clearly LABEL all removable items of clothing. Please note that the school has a uniform policy and a Sun Smart policy in place.

Notes are to be provided when students are out of uniform.

## LOST PROPERTY

Lost property is collected by staff and either returned to the child and if there is no name on the item and this includes uniform, lunch boxes, drink bottles etc they will be stored outside the classrooms. Items of high value are handed in the school office. All non-labelled clothing not collected by the end of each term will be washed and utilised as spares, donated to families or to the op shop or as the principal sees fit.

## ENROLMENT

The school may enrol a child if they turn five before the end of April. Special consideration will occur and a request for a Minimum Age Exemption - Early Entry to School will be applied for if your child's birthday falls several days after the end of April and they meet all DET expectations. **A copy of the child's Birth Certificate and an Immunisation Form must be presented to the school upon enrolment.**

## STUDENT ABSENCES / ATTENDANCE

### **'Every Day Counts'**

Regular and punctual attendance is a vital factor in the learning progress of children at school. This is an important matter because if the absence rate is high, a child's development and involvement in group programs is seriously affected.

'It is compulsory for a note of explanation from the parent to the teacher to be provided if a child has been absent or late from school. Attendance roles are taken on a daily basis and are required to be recorded on the Department of Education systems for reporting and tracking purposes.

Parents / Guardians are asked to notify the school if their child is absent, either on the day due to illness or in advance for family holidays. If an absence remains unexplained after 9.30am on the day of absence, parents will receive a phone call and or SMS to ensure that families are aware their child has not arrived at school, so their safety can be established. This is not purely to identify the reason for absence.

Records are kept and all reasons for absences are recorded and sent to the Department of Education (DET).

If your child contracts a serious or contagious infection, please notify the school office by telephone; and if required we will then notify the school community.

## LATE ARRIVAL / EARLY DISMISSAL

Students are expected to arrive at school between 8.45 at the latest and be collected by 3.15pm. If your child arrives late to school for any reason (Any time after 9am), please sign your child in at the office. If your child is to leave school, please sign your child out at the office. If your child is not collected from school after 4pm and no arrangements have been put in place and we are unable to contact your emergency contact, then the police and or Department of Human Services will be contacted to arrange care of the student.



## PARENTAL VISITS TO SCHOOL

Newmerella Primary School welcomes parent visits and active involvement in their children's learning and development. However, it is important to be mindful that teachers and the principal have heavy classroom commitments. To avoid disrupting classroom learning, parents are requested to limit contact and visits to the school. **Signing in and out of the visitor book is also a requirement if visiting the school.**

If parents wish to discuss their child's progress or any problems related to their child, it is highly recommended that they ring or seek a mutually suitable time prior to the discussion. You will be contacted if your child appears unhappy, is experiencing specific difficulties in areas of learning, behaviour, social or emotional adjustment, or if there is any indication of hearing, visual, speech or physical difficulty. Likewise, we encourage parents to notify the school if you feel your child may be experiencing difficulty. It is advisable to arrange a mutually convenient time if you would like to discuss your child's needs in detail, as teachers are not able to leave students unsupervised whilst speaking to parents.

## PICK UP AND DROP OFF ZONE

The school does not have a school crossing. Parents are encouraged to pick up and drop off their children outside the school gate. Staff supervise the school gate at the end of the school day and will dismiss children from here once the said vehicle has stopped and/or if they are not being collected by their parents and/or carer.

## COMPASS APP

Compass is our primary parent communication tool for day-to-day operational matters, up and coming events, notices, reports and notifications. An introductory letter is sent out to new families so they can join Compass and download the app.

## EMERGENCY MANAGEMENT

The school has a comprehensive emergency management plan which is linked to relevant state agencies. In the event of an emergency situation that affects school operations such as floods or bushfire, parents who have an active mobile phone number will be informed of an emergency or major event situation through an SMS, Seesaw or phone call where possible. Alternatively, parents can get current information from local radio and emergency services websites. Emergency Drills are necessary for the safety of all those within the building and they are conducted every term to ensure all are familiar with the routine.

## BUSHFIRE AT-RISK REGISTER (BARR)

Newmerella Primary School is categorised as a BARR school. Inclusion on this register is a trigger for the school to pre-emptively close on days the district is declared Code Red by the Bureau of Meteorology. Associated protocols will be enforced on these days and this school will be closed and unstaffed. Bus travel will also be cancelled. Please request further information from the school in relation to this matter.

## ADMINISTRATION

Please address general enquiries to our business manager and/or principal.

## STUDENT FREE DAYS

There are 4 scheduled student free days throughout the year. They are Tuesday 28<sup>th</sup> January, Wednesday 29<sup>th</sup> January, Monday 11<sup>th</sup> August and Monday 3<sup>rd</sup> November. This allows staff time for professional development opportunities outside the school. The school is not able to provide care for children on these days. These dates are generally set early in the year and parents will be notified through our newsletter. Please watch the newsletter for reminders of these dates.

### FORTNIGHTLY ASSEMBLY

Our school assemblies are led by the Grade 6 leaders and senior students and occurs each fortnight on a Friday commencing at the start of the school day. All parents are welcome to attend.

### FORTNIGHTLY NEWSLETTER:

A school newsletter is electronically sent out fortnightly on a Tuesday to each family and it is also available on the school website. Please visit [www.newmerellaps.vic.edu.au](http://www.newmerellaps.vic.edu.au) to access this site. This is the main source of communication between the school and home.

### RECESS SNACKS AND LUNCHES

All children are encouraged to eat healthy snacks and lunch. Drink bottles are recommended and should contain water only and not cordial, soft drinks or energy drinks.

We encourage parents to limit processed foods and no lollies or chewing gum is allowed at school.

### SCHOOL LUNCHES

We support our local businesses. School lunches are available to children each Friday and families are provided with a menu at the start of the year and when menu listings and pricings have changed. Riverbake Orbost collects the orders from the school and delivers the lunch prior to lunch time. Orders are to be written on a paper bag with your child's name and grade, and money placed inside the bag.



### FRUIT BREAK

A fruit program is currently run for the children providing a morning snack at 10am as a 'brain break' each day. Fruit is supplied through Food Bank.



### FOOD BANK BREAKFAST PROGRAM

A breakfast program operates 5 days per week before school during school operation. Toast and breakfast cereals are provided to students.

### ASTHMA

Students requiring Ventolin or other asthma medication must be listed on the school's asthma register and must have their space and Ventolin clearly labelled and kept in their school bag or on them. Asthma Action Plans need to be completed by the child's doctor. Parents are contacted when a child suffers a severe asthma attack.

### AMBULANCE SUBSCRIPTION

An Ambulance Family Subscription is recommended, because if it is deemed a student needs an ambulance, one will be called.

### INJURES AND FIRST AID

Injuries are assessed by staff who hold current Level 2 First Aid certificates. Parents or emergency contacts are immediately contacted regarding suspected fractures or serious injuries to the head or eyes. A written illness / injury parent notification form is completed for students treated for first aid regardless of the severity of the injury. Students are given a copy of this form to take home.



### WELFARE / WELLBEING ISSUES

The class teacher is the first point of contact at the school. If you have a concern regarding a wider school issue, please contact the principal.



## STUDENT SUPPORT SERVICES

Newmerella Primary School aims to support the health and wellbeing of all students. The following allied health service providers can be arranged to support families as the need arises.

- School Nurse - Prep screening for general wellbeing, hearing and vision.
- Psychologist and Counsellor - available by appointment.
- Social Worker - available by appointment.
- Speech Therapist - available by appointment.
- Occupational Therapist - available by appointment.
- Play Therapist - available by appointment.
- Friends Resilience Program.

## MEDICAL CONDITIONS

Please indicate on the enrolment form if your child suffers from asthma, epilepsy, diabetes, food or other allergies e.g. allergy to bee or wasp stings. If your child is under ongoing medical, hospital or specialist care and there is a risk of sudden illness, please notify the teacher or the principal. Every student who has a medical condition or illness should have an individual written management plan from their doctor.

## ANAPHYLAXIS

Newmerella Primary School has processes and procedures in place to support students diagnosed as being at risk of suffering from anaphylaxis. This includes a policy that is compliant with Ministerial Order 706 and the Department's guidelines for anaphylaxis management. This policy applies to all staff, including casual relief staff and volunteers, all students who have been diagnosed with anaphylaxis or may require emergency treatment for an anaphylactic reaction, and their parents and carers.



## MEDICATION

All medications are logged in a medication book. If a student requires prescription medication to be administered at school, please consider first if the medication can be taken outside the school day, for example medication required three times a day may be able to be taken before and after school and before bed.

Any medication to be administered at school must conform to all of the following requirements and be handed into the school office.

- In the original medication bottle or container.
- Clearly labelled - including the name of the student, dosage and time to be administered.
- Accompanied by a completed and signed by a medical / health practitioner or parent a Medication Authority Form. Never leave medication (Other than Ventolin) in a child's school bag.

## HEAD LICE

Infestation appears from time to time. A notice is sent out to all parents if there are suspected cases of head lice in a class or if a parent advises the school about head lice. Untreated, the problem can reach epidemic proportions and if you detect head lice on your child's head, contact the school immediately and treat it. Various treatments are available at pharmacies and the child must begin treatment before returning to school. If you require any further information regarding detection and treatment procedures, then please refer to

[www.health.vic.gov.au/headlice](http://www.health.vic.gov.au/headlice)

The school operates a 'Parent Managed Head Lice Program'. This program offers regular headlice screenings to assist with the control of headlice.

Trained volunteers will do regular checks and if your child has live head lice, you will be notified by phone and asked to pick up your child and treat them. Once treated, your child may return to school. If only head lice eggs are visible, you will be notified and asked to provide treatment.





## EMERGENCY CONTACT INFORMATION

Newmerella Primary School keeps Emergency Contact Information on each child in case of an accident or illness. It is the parents' responsibility to ensure this information is up to date.

Please make sure the school has a current phone number where you can be contacted. If you do not have a telephone, or if both parents work, please make sure that the school has the name and phone number of a contact person. Please notify the school of any change of address, telephone number, doctor or any other important details needed for records.

It should be noted that if a parent or emergency contact cannot be contacted the school will take any action deemed necessary for the welfare of the student. Ambulance cover is desirable as schools are not covered and children may be transported to hospital using this service in an emergency. The school will adopt the policy of calling an ambulance if deemed necessary, regardless of costs.

## HEALTH

Remember that infections spread quickly at school. A SICK CHILD SHOULD BE KEPT HOME! The school does not have facilities, nor do the teachers have the time to care for a sick child. Parents will be the first point of contact, followed by emergency contacts as per family contact details.

## PHYSICAL EDUCATION

No child will be excluded, except on medical grounds. A note should be sent to the school with the child, or a phone call from parents to the school office. Children are encouraged to use the physical education equipment during lunch and recess times.

## SWIMMING PROGRAM

This is undertaken at given times in the school year. The school encourages all children to learn to swim. Parents who wish to help with instruction and have an AUSWIM qualification are very welcome to assist.

**A WWCC (Working with Children's Check) is mandatory.**



## KITCHEN PROGRAM

The school has established a full classroom kitchen for cooking classes. We have individual classroom cooking activities, and our vegetable garden and orchards are invaluable to this program and encouraging paddock to plate values.

## RECYCLING PROGRAM

The school has developed a recycling program which includes a worm farm, vegetable garden and composting. All children are encouraged to minimise and dispose of waste in the correct recycling areas.



## VICTORIAN CURRICULUM

At Newmerella Primary School we implement the Victorian Curriculum. Our ultimate aim is to ensure each and every student is provided with high quality teaching and learning programs that engage them at their individual point of 'learning need' rather than their age or year level. To do this, teachers at the school implement a differentiated curriculum that better caters for individual students and their personal needs and abilities, regardless of their grade level.

In 2025 we will continue to teach students in the first 3 years of schools a daily systematic synthetic phonics program.

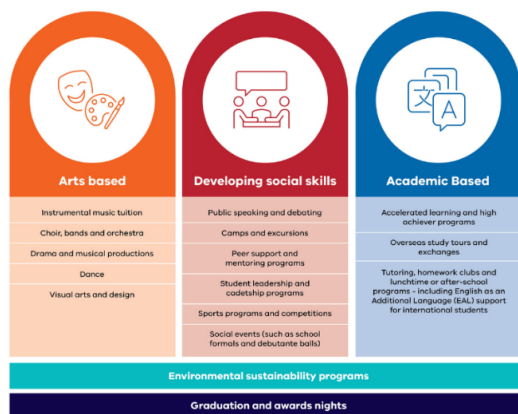
The [Victorian Curriculum F-10](#) sets out what all Victorian students should learn during the first eleven years of their schooling. This incorporates the Australian Curriculum but reflects Victorian priorities and standards. The curriculum is the common set of knowledge and skills required by students for:

- lifelong learning
- social development
- active and informed citizenship.

The Victorian Curriculum Foundation-10 is divided into 8 learning areas:



Schools offer many programs that enhance formal classroom learning. For example:



Sports offered vary between schools but can include:



Students are assessed against a range of progression points related to the Victorian Curriculum standards. A mid and end of year report is provided to parents. Two oral reporting opportunities are provided to give comprehensive feedback, and further discussions can be arranged at any stage throughout the year.

### **SPELLING MASTERY**

The school uses a research-based, direct instruction program that combines phonemic, morphemic, and whole-word approaches to make spelling easier to learn and retain for students in Grades 1 to 6. The program emphasizes explicit instruction, careful word selection, and repeated practice to help students master spelling concepts.

### **LOTE**

Students at Newmerella Primary school will be learning Auslan as their language other than English.



### **LIBRARY BOOKS**

Being literate is an essential life skill. To support this, at Newmerella Primary School, children have access to borrow books from THREE library services on a regular basis.

1. Classroom Library
  - a. Classroom teachers incorporate library and literacy skills into their learning programs as required.
  - b. School Library books can be identified by the Newmerella School stamp inside the front cover.
2. Shire Library Bus
  - a. The East Gippsland Shire provides a fortnightly borrowing service in a mobile van, which parks outside the bus shelter during lunch times. Membership forms are available and once filled out, all students are given a membership card.
  - b. Shire Library books can be identified by the fluoro orange shire sticker.

### 3. MARC Van (Mobile Area Resource Centre)

- a. Are a part of the Department of Education and were introduced to service Rural Schools with less than 120 students to provide the opportunity to borrow books from a Library Service. The MARC Van is filled with picture story books, fictional novels, non-fiction books for students and teachers to borrow over a two-week time frame.

### SNOWY RIVER CLUSTER OF SCHOOLS

We access a range of social, learning and sporting opportunities through our involvement in the Snowy River Educational Community (Marlo Primary, St Joseph's Primary and Orbost Community College) and we work closely together with other schools to provide our students with access to:

- Sports Opportunities: Swimming Sports, Athletics, Cross Country, Winter and Summer Sports.
- Performing and Visual Arts: Workshops and theatre performances.
- Outdoor Education and camping.

### STUDENT SUBJECT CONTRIBUTIONS

Student contributions are voluntary and are decided by the School Council for each school year. Payment options are sent out in December with payment due in Term 1 of the next school year. Payment plans for student contributions are available on request - please contact our Business Manager for further details.

The following areas are covered through parent supported contributions: Curriculum materials, excursions and programs, sport and swimming and water safety program in Term 2.

### WET DAY / HOT DAY TIMETABLES

Students are supervised in classrooms by teachers if it is too wet to play outside or too hot during recess and lunch time.

### COOLING AND HEATING IN CLASSROOMS

All classrooms have heaters and air conditioning for added comfort.

### SCHOOL PHOTOS

Each year in Term 1, the school offers a school photo service to families. Parents can purchase a whole school photo and or individual or photo packages that suit their needs.

### PARENT COMPLAINTS PROCEDURES

The DET (Department of Education and Training) is committed to treating everyone with dignity and respect and encourages good communication between parents and schools. Schools need to know if you have any concerns about your child's education. Teaching and learning works best when parents and teachers talk to each other and work together to solve any problems. DET parent complaints procedures can be found at

<http://www.education.vic.gov.au/about/content/Pages/complainschool.aspx>

### BICYCLES, SCOOTERS AND SKATEBOARDS

Please ensure that your child knows the road laws and can ride competently before allowing them to ride to school. Parents must ensure that the bicycle and or scooter is in roadworthy condition.

The school will not be responsible for damage to or theft of any bicycle or scooter if left at the school during school hours and or after school hours. All children riding bikes and or scooters to school must wear approved crash helmets.

If the school is notified of children riding in a dangerous manner to or from school from members of the community, this will be followed up by staff and parents will be notified. Continued unsafe behaviour on bicycles, scooters



and/or skateboards will be reported to the police for the child's own safety.

Bike riders are required to follow Vic Roads regulations. Children under the age of 12 years are allowed to ride on the footpath. It is not recommended that children under the age of 10 years ride unsupervised by an adult to and from school.

Bicycles should be parked in the bicycle shelter whilst at school.

## SCHOOL COUNCIL

Each school has a School Council which is the governing body of the school. The School Council has a number of roles and responsibilities which include:



- Determining the general educational policy, goals and priorities of the school within the framework of the Strategic Plan and State-wide guidelines.
- Developing a Strategic Plan.
- Monitoring and evaluating the performance of the school in relation to the goals and priorities in the strategic plan, including participating in the school review processes.
- Reporting annually to the school community and to the DET.
- Approving and monitoring the school budget (Including school-generated funds) which needs to be consistent with the strategic plan.
- Ensuring that all monies coming into the school budget (Including school generated funds) are consistent with the strategic plan.
- Ensuring that all monies coming into the hands of School Council are expended for proper purposes.
- Developing the Student Code of Conduct.
- Exercising a general oversight of the buildings and grounds, ensuring that they are kept in good order and condition.
- Providing for necessary cleaning and sanitation services.
- General stimulating interest in the school.

The Council meets during school terms and meetings are normally held on the third Monday of each month commencing at 5pm. Council elections are held at the start of each year and the term of office is two years. Information about the elections is sent home early in Term 1.

## JUNIOR SCHOOL COUNCIL

The Junior School Council (JSC) play a positive role in creating a school environment that represents our school values; Caring, honesty, excellence and learning. At Newmerella Primary School, the JSC is a valuable opportunity for students to develop their leadership skills and be active members of our school community as it relates to decision making within the school and taking on responsibilities for a variety of school activities.



## BUS TRAVEL

Some students may be eligible to travel regularly on the school bus. Children must have permission to travel by bus. Bus forms for permanent and casual travel are available at the school office.

Please note that regular bus travellers will always be put on the bus unless contact is made by parents of alternative travel arrangements are made via a written note, telephone call or Seesaw message is made to the contrary. If your child is not catching their regular bus home and alternative arrangements have been made, please contact the school so they can be marked off the bus roll.

### GIVE 24 HOURS NOTICE PRIOR TO CHANGE OF TRAVEL

This is a Department of Education (DET) requirement and students will Not be granted permission without 24 hours' notice unless exceptional circumstances arise. This includes students getting off at different stops other than their own or catching another bus.

Should your child not be a registered bus traveller, permission can be granted for them to travel under "ad hoc" arrangements on particular occasions. Please contact the school at minimum one day prior to travel. Forms are available at the school office. In accordance with the Department of Education and school policy, ad hoc bus travel is bound by conditions and is at the principal's

discretion. Arrangements for adhoc travel must be made with the school at minimum, one day prior to travel.

Should the parent choose to cancel this arrangement on the day the parent must inform the school of the changes.

### SCHOOL CAR, MINI BUS AND MOUNTAIN BIKES

The school has their own school car and minibus which is used by staff to attend professional development opportunities and to transport children to and from excursions. We also have a classroom set of mountain bikes for children to use as part of bike education.



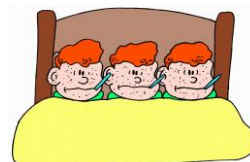
### INFECTIOUS DISEASES

Generally, minor injuries at school are attended to by a teacher 'On duty' at that time. In the event of a serious injury, every effort will be made to contact the parents immediately. If they cannot be contacted, then the emergency contact numbers supplied on the enrolment form will be used.

If injuries need attention immediately, children will be transported to hospital for further attention either by ambulance or car. In the event of back or neck injury the child will not be moved and an ambulance will be called.

**Remember, infections can spread quickly at school.**

**If in doubt, parents should contact the school and or their General Practitioner.**



Disease or condition	Exclusion from school	Exclusion of contacts
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children but may be less in previously immunised children.	Any child with an immune deficiency (e.g. Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (acute infectious)	Exclude until discharge from eyes has ceased.	Not excluded.
Diphtheria	Exclude until receipt of a medical certificate following at least two negative throat swabs, the first not less than 24hrs after finishing a course of antibiotics and the other 48hrs later.	Exclude family/household contacts until cleared to return by the Chief Health Officer.
Giardiasis (diarrhoea)	Exclude until there has not been vomiting or diarrhoea for 24 hours.	Not excluded.
Hepatitis A (Infectious Hepatitis)	Until receipt of a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.



<b>Impetigo (School Sores)</b>	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
<b>Leprosy</b>	Until approval to return is given by the Chief Health Officer.	Not excluded.
<b>Measles</b>	To be excluded for at least 4 days after the onset of rash.	Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of 28 appearances of rash in the last case. If non immunised contacts are vaccinated within 72 hrs of their first contact with the first case, they may return to school.
<b>Meningococcal infection</b>	Until adequate carrier eradication therapy has been completed.	Not excluded if receiving eradication therapy.
<b>Mumps</b>	For 5 days or until swelling goes down (whichever is sooner)	Not excluded.
<b>Ringworm, Scabies, Pediculosis (Head lice)</b>	Exclude until the day after appropriate treatment has commenced.	Not excluded.
<b>Pertussis (Whooping cough)</b>	Exclude the child for 21 days after the onset of a cough starting or until they have completed 5 days of antibiotic treatment.	Exclude unimmunised children who are in the same room aged less than 7 years. They should be excluded for 14 days after the last exposure to the infection or until they have taken 5 days of an antibiotics course.
<b>Poliovirus</b>	Exclude for at least 14 days after onset of illness and receipt of medical certificate of recovery.	Not excluded.
<b>Rotavirus (diarrhoea)</b>	Until diarrhoea has ceased for 24 hours.	Not excluded.
<b>Shigella, Salmonella</b>	Exclude if required by the Chief Health Officer and only by the period specified by the Chief Health Officer.	Not excluded.
<b>Streptococcal infection (inc. Scarlet fever)</b>	Exclude until the child has received antibiotic treatment for at least 24hrs and the child feels well.	Not excluded.
<b>Trachoma</b>	Until appropriate treatment has commenced.	Not excluded.
<b>Tuberculosis</b>	Exclude until receipt of a medical certificate from the treating	Not excluded.

	physician stating that the child is not considered to be infectious.	
<b>Typhoid and Paratyphoid Fevers</b>	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded unless considered by the Chief Health Officer it is necessary.
<b>Worms (Intestinal)</b>	Exclude if diarrhoea. present and until appropriate treatment has commenced.	Not excluded.
<b>COVID-19</b>	To be excluded for 5 days if testing positive. Due to the many changes regarding COVID-19, updates will be issued accordingly by the Chief Health Officer.	

# Foundation Year Student Information

Starting school is a wonderful and exciting time for all concerned and we hope this information booklet will assist you in helping to give your child a positive transition into school life.

We welcome the opportunity to share with you, the joint responsibility of developing your child to their full potential. A close liaison between school and home greatly increases the chances that your child's education will be a happy and rewarding experience.

School life is an extension of the home environment in which the values of caring, honesty, excellence and learning are encouraged.

Just as children begin to walk and talk at different ages, so do children learn at different rates. Whilst one child may be ready for a particular task, another may require different activities which are suited to the level of that child's development. Some children are ready to read when they begin school, others require tasks which encourage and allow reading readiness to develop. The most important aspect of readiness to read is the emphasis placed upon **reading in the home**. Daily reading with your child is a most important part of this process.

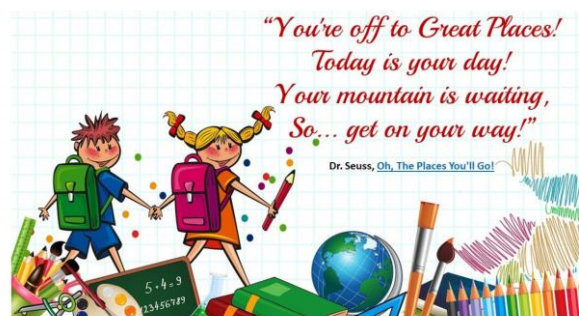
The school will organise opportunities such as Parent Information Evenings and Parent/Teacher Interviews, to meet with you to share information on your child's learning and what we are trying to achieve. In addition, you are invited to contact us if you have anything you would like to discuss. Usually, a few informal words with the teacher as you deliver or collect your child will be sufficient, but there may be occasions when you need to arrange an appointment for formal discussions.

The start of a school year can be tiring for children and this is especially so with Foundation Year children. The classroom program will make allowances for this. Children are expected to attend school for the full day on each school day of the week, unless they are overtired or unwell. Parents need to telephone or use the Compass message app to advise that a child will be absent.

Your child will receive two written reports a year showing their progress.

I would like to extend a very warm welcome to you and your child and we hope that you will enjoy your association with us and I encourage you to be an active member of our school community.

Sarah Walker  
Principal



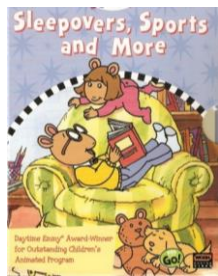
## TRANSITION FOR FOUNDATION STUDENTS

Starting school is a big change for children. Often the hardest part is being away from the family and familiar surroundings. Some children find it difficult to join a group of other children and this can impact on their initial enjoyment of being at school.

Some ways you can make the transition from home to school easier for your child are:

**Before school starts:** Be positive about school. Talk to your child about the school where he or she will meet other children and make new friends and take part in interesting and enjoyable things. Visit the school so that your child becomes familiar with the school environment.

**Provide opportunities for your child to spend some time away from the family:** This will help your child to become more independent and to build self-confidence. An overnight stay with Grandparents or a sleepover at a friend's house will help your child to be more at ease in different environments.



**Share reading experiences:** The bedtime story is really important for 5 and 6 year old's. Share new stories and rediscover old favourites. Allow some quiet moments for reading in bed and encourage children to borrow books from the town library.



Our transition program at Newmerella Primary School begins with 'Step into Prep' school readiness sessions. The idea of these sessions is to open the classroom to potential Foundation Year students and their parents to come along and familiarise with us at school. These sessions are held once a week over a few weeks in term three.



In Term Four, prospectively enrolled preps are invited to come for full days during the term. Dates to be advised.

These transition visits weekly to the school prepare children for the year ahead and usually dispel any worries about coming to school.

## TRANSITION FOR FOUNDATION YEAR STUDENTS



**Encourage questions:** Questions are vital for investigating and learning.

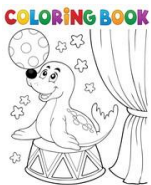
Listening to and answering these questions will help your child remain an active and curious learner. You, as a parent, should also be asking questions of your child, particularly questions which require more response than a 'yes/no' answer.

Don't be put off when your child's answer to "What did you do at school today?" is "Nothing". Be more specific - ask about friends, activities, reading time, singing, games, craft and play times. Encourage children to reply using sentences rather than single or few words. This will help develop your child's language development.

**Encourage children to discover for themselves:** We all must learn to take responsibility for our own learning. Young children are naturally curious.

Don't always tell them the answers but do provide the means for them to find their own answers. Much problem solving is learned through play. Encourage imaginative play, dressing up and role playing.

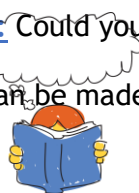
**Encourage drawing and writing at home:** When is a child ready to draw and write? As soon as he or she is able to hold a pencil! Keep plenty of pencils, crayons, paint, paper, cardboard and scissors on hand and encourage their use.



**Sometimes write for your child:** Write down a story or statement as your child tells it, then read it back several times. Draw some pictures together to go with the story and display the 'story' for the whole family to share.

**Put TV viewing and computer games in proper perspective:** Most children enjoy watching TV, but they also need time for playing, reading, being outdoors and using their own imaginations. Choose carefully what and how much TV your child watches. Sometimes ask questions about their favourite programs.

**Ensure your child knows his family name and address:** Could your child find his or her way home? Do they know their surname? Do they know their address and telephone number? Learning these things can be made into a game - there is no need for pressure or drills.



**Get to know your child's teacher as a friend:** The benefits of a good relationship between teacher and parent are obvious. Don't hesitate to communicate with the teacher as you see the need - before confusion develops or problems arise. (But please be mindful of the teacher's daily program and make a time that suits you both.)





# NEWMERELLA PRIMARY SCHOOL

## STUDENT DRESS CODE

### PURPOSE

The purpose of the Student Dress Code is to outline Newmerella Primary School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Newmerella Primary School's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Newmerella Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

### SCOPE

Students are expected to comply with this Student Dress Code during school hours and when attending school activities.

### UNIFORM APPEARANCE

#### **General appearance**

While at school or participating in school activities, Newmerella Primary School students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Additional layers of clothing may be worn underneath the uniform for added warmth and must be black and have no external writing on the sleeves.

#### **Jewellery and cosmetics**

Students are not permitted to wear decorative jewellery to school. Stud earrings and sleepers worn in the ears, and watches, are the only acceptable jewellery.

Cosmetics may not be worn at school. Only clear nail polish is permitted.

#### **Hair and Sun safety**

School uniform hats must be worn outside in Terms 1 and 4 and on any other day prescribed by the school. School uniform hats may also be worn outside of this time period, by parent or student choice.

Hats are not to be worn inside.



Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

## **PURCHASE OF UNIFORMS**

Uniform items can be purchased from Donchi and Andrew's Land and Surf at Orbost.

### **Support for families experiencing difficulty**

Please contact the Principal or business manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

Newmerella Primary School also has uniforms available to families to borrow on request.

## **IMPLEMENTATION**

Newmerella Primary School will ensure that this Student Dress Code is communicated to all families and students through our website and/or newsletter. We will assist students who may be experiencing difficulties complying with this policy where possible.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, a note will be provided to the student and parents by the classroom teacher. If non-compliance with the dress code becomes a continued occurrence, the principal will be informed, and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

Measures taken by Example School to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

## **EXEMPTIONS TO STUDENT DRESS CODE**

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply either in writing or in person to the principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

## CONCERNS ABOUT THIS STUDENT DRESS CODE

Newmerella Primary School welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on the school website.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carers/student communication method)
- Reminders in our school newsletter
- Discussed in student forums
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## POLICY REVIEW AND APPROVAL

Policy last reviewed	Pre 2022
Consultation	Junior School Council and School Council
Approved by	School Council August 2024
Next scheduled review date	17 <sup>th</sup> September 2027



## NEWMERELLA PRIMARY SCHOOL STUDENT WELLBEING AND ENGAGEMENT POLICY

### PURPOSE

The purpose of this policy is to ensure that all students and members of our school community understand:

- (a) our commitment to providing a safe and supportive learning environment for students
- (b) expectations for positive student behaviour
- (c) support available to students and families
- (d) our school's policies and procedures for responding to inappropriate student behaviour.

Newmerella Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture, where student participation is encouraged and valued, helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

### SCOPE

This policy applies to all school activities, including camps and excursions.

### CONTENTS

1. School profile
2. School values, philosophy and vision
3. Wellbeing and engagement strategies
4. Identifying students in need of support
5. Student rights and responsibilities
6. Student behavioural expectations and management
7. Engaging with families
8. Evaluation

### POLICY

#### 1. School profile

Newmerella Primary School opened in 1889 and is a rural school located five kilometres west of Orbost and nearly 400km east of Melbourne. DET Region: South-Eastern Victoria, DET Area: Outer Gippsland Area and LGA: East Gippsland (S). A total of 46 students were enrolled at this school in 2024 and comprised of 23 female and 23 male, with 0% of students who identified as English as an additional language and 30% of students who identified as Aboriginal or Torres Strait Islander. Newmerella Primary School offers progressive programs in a stimulating environment catering for individual needs to enable all students to achieve and celebrate success. Of particular mention are the school's extensive camps, excursions, incursions, sports, bike education, STEAM (Science, Technology, Engineering, Art and Mathematics) curriculum, music, the arts, environmental programs, RRRR (Rights, Resiliency and Respectful Relationships), SWPBS (Schoolwide Positive Behaviour Support), Auslan (LOTE – Languages Other Than English) and our cooking and purpose-built industrial kitchen facilities.

#### 2. School values, philosophy and vision

Our school's vision is for all children to achieve to their full potential.

Our school's mission is to develop

- Positive, respectful **relationships** between students, staff, parents and the wider community

- A **culture** of performance and development, focused on continuous improvement and children's safety and protection from abuse
- A safe, welcoming, caring, stimulating and happy learning **environment** that sets high standards for effort, achievement and behaviour
- A challenging and engaging **curriculum** appropriate to the needs and interests of all students
- Highly effective and purposeful **teaching and learning** that explicitly caters for all individual needs and thinking
- A commitment by all in our school **community** to child safety and protection from abuse and the values of **Caring, Honesty, Learning and Excellence**

## VALUES



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- communicate politely and respectfully with all members of the school community
- work collaboratively to create a school environment where respectful and safe behaviour is expected of everyone
- behave in a manner consistent with the standards of our profession and meet core responsibilities to provide safe and inclusive environments
- plan, implement and review our work to ensure the care, safety, security and general wellbeing of all students at school
- identify and support students who are or may be at risk
- do our best to ensure every child achieves their personal and learning potential
- work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly
- respond appropriately when safe and inclusive behaviour is not demonstrated and implement appropriate interventions and sanctions when required
- inform parents of the school's communication and complaints procedures
- ask any person who is acting in an offensive, intimidating or otherwise inappropriate way to leave the school grounds.

As teachers and non-teaching school staff, we will:

- model positive behaviour to students consistent with the standards of our profession
- communicate politely and respectfully with all members of the school community

- proactively engage with parents about student outcomes
- work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly
- work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs
- communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents
- treat all members of the school community with respect.

As parents and carers, we will:

- model positive behaviour to our child
- communicate politely and respectfully with all members of the school community
- ensure our child attends school on time, every day the school is open for instruction
- take an interest in our child's school and learning
- work with the school to achieve the best outcomes for our child
- communicate constructively with the school and use expected processes and protocols when raising concerns
- support school staff to maintain a safe learning environment for all students
- follow the school's processes for communication with staff and making complaints
- treat all school leaders, staff, students, and other members of the school community with respect.

As students, we will:

- model positive behaviour to other students
- communicate politely and respectfully with all members of the school community.
- comply with and model school values
- behave in a safe and responsible manner
- respect ourselves, other members of the school community and the school environment.
- actively participate in school
- not disrupt the learning of others and make the most of our educational opportunities.

As community members, we will:

- model positive behaviour to the school community
- treat other members of the school community with respect
- support school staff to maintain a safe and inclusive learning environment for all students

utilise the school's processes for communication with staff and submitting complaints.

### **3. Wellbeing and engagement strategies**

Newmerella Primary School has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour, and respectful relationships for all students in our school. We recognise the importance of student friendships and peer support in helping children and students feel safe and less isolated. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

#### Universal

- high and consistent expectations of all staff, students and parents and carers
- prioritise positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing
- creating a culture that is inclusive, engaging and supportive and that embraces and celebrates diversity and empowers all students to participate and feel valued
- welcoming all parents/carers and being responsive to them as partners in learning

- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- teachers at Newmerella Primary School use Explicit Direct Instruction – Daily Review to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons
- teachers at Newmerella Primary School adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching
- our school's Statement of Values and School Philosophy are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents on Compass
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- students have the opportunity to contribute to and provide feedback on decisions about school operations through Junior School Council and are encouraged to speak with their teachers, and Principal whenever they have any questions or concerns.
- create opportunities for cross—age connections amongst students through transition programs, school plays, athletics, music programs and peer support programs
- all students are welcome to self-refer to the Student Wellbeing Coordinator, School Chaplain and Principal if they would like to discuss a particular issue or feel as though they may need support of any kind. We are proud to have an 'open door' policy where students and staff are partners in learning
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
  - Rights, Resilience and Respectful Relationships
  - Bounce Back
- programs, incursions and excursions developed to address issue specific needs or behaviour (i.e. anger management programs)
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- measures are in place to empower our school community to identify, report and address inappropriate and harmful behaviours such as racism, homophobia and other forms of discrimination or harassment.

#### Targeted

All staff monitor the health and wellbeing of students in their class, and act as a point of contact for students who may need additional support

- Koorie students are supported to engage fully in their education, in a positive learning environment that understands and appreciates the strength of Aboriginal and Torres Strait Islander culture.
- we provide a positive and respectful learning environment for our students who identify as LGBTIQ+ and follow the Department's policy on [LGBTIQ Student Support \[insert any specific measures at your school to support LGBTIQ+ students\]](#)
- all students in Out of Home Care are supported in accordance with the Department's policy on [Supporting Students in Out-of-Home Care](#) including being appointed a Learning Mentor, having an Individual Learning Plan and a Student Support Group (SSG) and being referred to Student Support Services for an Educational Needs Assessment



- students with a disability are supported to be able to engage fully in their learning and school activities in accordance with the Department's policy on [Students with Disability](#), such as through reasonable adjustments to support access to learning programs, consultation with families and where required, student support groups and individual education plans
- wellbeing and health staff will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year
- staff will apply a trauma-informed approach to working with students who have experienced trauma

#### Individual

- [Student Support Groups](#)
- [Individual Education Plans](#)
- [Behaviour Support Plans](#)
- [Student Support Services](#)

as well as to other Department programs and services such as:

- [Program for Students with Disabilities](#)
- [Mental health toolkit](#)
- [headspace](#)
- [Navigator](#)
- [LOOKOUT](#)

Newmerella Primary School implements a range of strategies that support and promote individual engagement. These can include:

- building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances
- meeting with student and their parent/carer to talk about how best to help the student engage with school
- developing an Individual Learning Plan and/or a Behaviour Support Plan
- considering if any environmental changes need to be made, for example changing the classroom set up
- referring the student to:
  - school-based wellbeing supports
  - Student Support Services
  - Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst

Where necessary the school will support the student's family to engage by:

- being responsive and sensitive to changes in the student's circumstances and health and wellbeing
- collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student
- monitoring individual student attendance and developing an Attendance Improvement Plans in collaboration with the student and their family
- engaging with our regional Koorie Engagement Support Officers
- running regular Student Support Group meetings for all students:
  - with a disability
  - in Out of Home Care
  - with other complex needs that require ongoing support and monitoring.

#### **4. Identifying students in need of support**

Newmerella Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Newmerella Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers

#### **5. Student rights and responsibilities**

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, racism, discrimination or intimidation
- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or a member of the school leadership team. Further information about raising a complaint or concern is available in our Complaints Policy.

#### **6. Student behavioural expectations and management**

Behavioural expectations of students are grounded in our school's Statement of Values/Student code of conduct.

Violence, bullying, and other offensive and harmful behaviours such as racism, harassment and discrimination will not be tolerated and will be managed in accordance with this policy. Bullying will be managed in accordance with our Bullying Prevention Policy.

When a student acts in breach of the behaviour standards of our school community, Newmerella Primary School will institute a staged response, consistent with the Department's policies on behaviour, discipline and student wellbeing and engagement. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Our school considers, explores and implement positive and non-punitive interventions to support student behaviour before considering disciplinary measures such as detention, withdrawal of privileges or withdrawal from class.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the

student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that may be applied include:

- warning a student that their behaviour is inappropriate
- teacher controlled consequences such as moving a student in a classroom or other reasonable and proportionate responses to misbehaviour
- withdrawal of privileges
- referral to the Year Level Coordinator
- restorative practices
- detentions
- behaviour support and intervention meetings
- suspension
- expulsion

Suspension, expulsion and restrictive interventions are measures of last resort and may only be used in situations consistent with Department policy, available at:

- <https://www2.education.vic.gov.au/pal/suspensions/policy>
- <https://www2.education.vic.gov.au/pal/expulsions/policy>
- <https://www2.education.vic.gov.au/pal/restraint-seclusion/policy>

In line with Ministerial Order 1125, no student aged 8 or younger will be expelled without the approval of the Secretary of the Department of Education and Training.

The Principal of Newmerella Primary School is responsible for ensuring all suspensions and expulsions are recorded on CASES21.

Corporal punishment is prohibited by law and will not be used in any circumstance at our school.

## **7. Engaging with families**

Newmerella Primary School values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff, supported by our Communicating with School Staff policy.
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.

## **8. Evaluation**

Newmerella Primary School will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21, including attendance and absence data
- SOCS

Newmerella Primary School will also regularly monitor available data dashboards to ensure any wellbeing or engagement issues are acted upon in a timely manner and any intervention occurs as soon as possible.

### **COMMUNICATION**

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's
- Included in staff induction processes
- Included in transition and enrolment packs
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

Our school will also ensure it follows the mandatory parent/carer notification requirements with respect to suspensions and expulsions outlined in the Department's policies at:

- [Suspension process](#)
- [Expulsions - Decision](#)

### **FURTHER INFORMATION AND RESOURCES**

The following Department of Education and Training policies are relevant to this Student Engagement and Wellbeing Policy:

- [Attendance](#)
- [Student Engagement](#)
- [Child Safe Standards](#)
- [Supporting Students in Out-of-Home Care](#)
- [Students with Disability](#)
- [LGBTIQ Student Support](#)
- [Behaviour - Students](#)
- [Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	August 2024
Consultation	School Council
Approved by	Principal
Next scheduled review date	17 <sup>th</sup> September 2026

