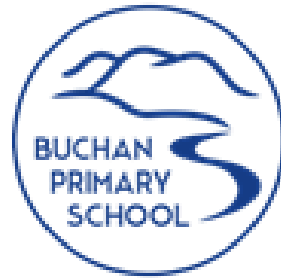


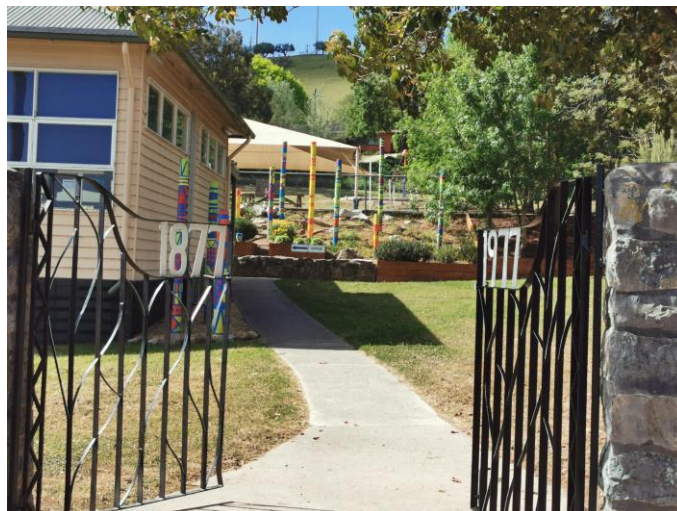
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# BUCHAN PRIMARY SCHOOL NO. 1905



## INFORMATION BOOKLET 2022



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Dear Parents and Carers,

Welcome to Buchan Primary School and thank you for choosing our school to meet your child's educational, social, emotional and wellbeing needs.

A successful education requires a respectful and positive partnership between school and home. At Buchan Primary School, we place great importance on providing a safe, happy and supportive learning environment for all of our students.

This information booklet reflects our schools current journey and it will be revised at the end of the year to reflect our new school values and include any further changes that we implement into our school setting to reflect new initiatives and programs.

We welcome your participation in your child's educational journey and we look forward to working with you, to ensure your child has an enriching and successful experience at our school.

Please do not hesitate to contact us if there are any matters you would like to further discuss.

Kindest regards

Sarah Walker  
Acting principal

Richard McAuliffe  
School Council President

Business Manager  
Julie Cameron

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### **SCHOOL TERMS:**

Term 1 - 31<sup>st</sup> January to 8<sup>th</sup> April 2022.  
Term 2 - 26<sup>th</sup> April to 24<sup>th</sup> June 2022.  
Term 3 - 11<sup>th</sup> July to 16<sup>th</sup> September 2022.  
Term 4 - 3<sup>rd</sup> October to 20<sup>th</sup> December 2022.

### **SCHOOL TIMES:**

Start of the day:	9:00 am.
Morning recess:	11:00 - 11:30am.
Lunch:	1:00 - 2.00pm.
End of the day:	3.00 pm.

### **ASSEMBLY**

Our school assemblies are led by the school captains and vice captains and occurs each Monday commencing at 9am. All parents are welcome to attend.

### **FORTNIGHTLY NEWSLETTER:**

A school newsletter is distributed fortnightly to the eldest child of each family on the Thursday in a hard copy format. It is also available as an electronic copy on the school website. Please visit [www.buchanps.vic.edu.au](http://www.buchanps.vic.edu.au) to access this site.

### **PUPIL SUPERVISION BEFORE AND AFTER SCHOOL**

Teachers will be on duty between 8.45am and 3.15pm.

CHILDREN SHOULD NOT BE AT SCHOOL OUTSIDE THESE TIMES. Unless otherwise arranged.

### **PLAY LUNCH AND LUNCHESES**

All children eat their play lunch and lunches on the tables and bench seats in the undercover area. Children are encouraged to bring a drink bottle to school which is to contain water only and not cordial, soft drinks or energy drinks.

We encourage parents to limit LOLLIES AND PROCESSED FOODS.

### **PARENTAL VISITS TO SCHOOL**

Buchan 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 to outside class times. Signing in and out of the visitor book is also a requirement if visiting the school.

### **TELEPHONE CALLS**

Teaching and supervising students is our main priority at Buchan. For the reasons mentioned above, please keep calls to a minimum. The most convenient times to call staff are before school at 9:00, at recess, lunch times and or after 3:20pm. Due to our limited staff numbers, it is usually not possible to answer phone calls during the day. Messages can be left on the answering machine or the school mobile. These will be checked at the end of the day and or prior to the bus roll being collected.

### **SCHOOL POLICY**

Buchan 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.

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## VICTORIAN CURRICULUM

At Buchan 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.

The Victorian Curriculum F-10 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. The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards. Schools may specialise in or offer various learning areas based on their staffing profile and capacity each year.

The Victorian Curriculum is broken into the learning areas and capabilities, most levels of which are assessed over a two year period:

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

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, as well as an interim report in Terms 1 and 3. Parent and teacher interviews occur each term and further discussions can be arranged at any stage throughout the year.

## ATTENDANCE

Absence leaves gaps in student learning.

Regular and punctual attendance is a vital factor in your child's progress at school.

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.

## BOOKCLUB

The Scholastic Bookclub operates at the school. Children are given the opportunity to order books from a wide selection at reasonable prices and books are to be paid for at the time of ordering.

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### **UNIFORM**

Please note: The school will not take responsibility for clothing that is lost or not clearly labelled. Uniforms are compulsory at Buchan Primary School and can be ordered through Nick's at Bairnsdale. 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. Parents are reminded to clearly LABEL all removable items of clothing. All non-labelled clothing not collected by the end of each term will be washed and utilised as spares and or donated to families as the Principal sees fit.

### **LIBRARY BOOKS**

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

1. School Library
  - a. Classroom teachers incorporate library skills into their learning programs as required.
  - b. School Library books can be identified by the Buchan 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 school crossing. Teachers supervise their classes who use this service and membership forms can be collected from the bus coordinator and once filled out, all students are given a membership card.
  - b. Shire Library books can be identified by the fluro orange shire sticker.
  
3. MARC Van
  - a. As part of the TUBBS small schools cluster, Buchan Primary School accesses fortnightly visits through the Mobile Area Resource Centre (MARC). The van and accompanying teacher, deliver literacy-based lessons in classrooms allowing teachers planning, assessment and meeting time.
  - b. MARC Van books can be identified by their yellow van stickers.

Children need a book bag when borrowing books to protect them.

### **ENROLMENT/TRANSFER**

If you intend to leave Buchan Primary School throughout the year, please arrange for a transfer note. The Business Manager will transfer student files and information via the Department systems once enrolment is confirmed with the new school.

### **BUS TRAVEL**

Some students may be eligible to travel regularly on the school bus.

Parents of bus travellers are to advise the school (preferably written) of alternative travel arrangements. Please note that regular bus travellers will always be put on the bus unless contact is made by parents.

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 ad hoc 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 and the local bus company of the changes (Prices Bus Company).

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### **PARKING**

Please note that the parking area (Opposite the flag pole) on the west side of the school is reserved for people employed at the school. Parents are requested not to deliver and pick up children from this area and instead use the parking area (Service Road) opposite the school crossing. Please observe great care when parked near the crossing and allow the bus to exit first.

### **ACCIDENTS**

In the case of your child sustaining injury due to an accident, the first responsibility of the teacher and school is to treat the child and then contact the parent. Upon being contacted, unless an ambulance is required, it is the parent's responsibility to take the child to a doctor or hospital. Please ensure that the school has up-to-date information of primary family contact numbers, as well as an emergency contact person.

### **BICYCLES AND SCOOTERS**

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 this rule is not strictly adhered to, the child will be asked to keep his/her bike and or scooter at home for one week.

### **PARENTS AND FRIENDS**

Buchan Primary School would love to welcome parents who are keen to be involved in the Parents and Friends Group. In the past years, this group was highly dedicated and met regularly to discuss school related matters and fundraise for the benefit of students. Please contact the school if you would like to assist in fundraising matters and or school working bees.

### **SPORTING, CAMPS AND EXCURSIONS**

These activities vary from year to year based on availability and in line with School Council Policy. Most camps and sporting activities are combined with other local small schools from the TUBBS Cluster group which consists of Tambo Upper, Buchan, Bruthen, Swan Reach, Metung and Nungurner Primary Schools. These connections allow our students to socialise and interact with other students.

### **BREAKFAST CLUB**

Breakfast is available daily for all students and usually consists of a selection of cereals. Fruit is also provided for students on a weekly basis.

### **SICK CHILDREN**

Home is the place for a child who is ill. A sick child cannot work well and can compromise other children's immune systems. The school has no sick bay or facilities for caring for sick children and parents will be called to collect their child in these instances.

### **SCHOOL CROSSING**

Great care must be exercised by children at the school crossing. Whilst the crossing flags are displayed before school, the school crossing is not supervised in the mornings. If you have a very young child, please wait on the school side of the crossing (not in your car) to escort your child across the road.

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## **SCHOOL COUNCIL**

All School Councils in Victoria operate under the *Education and Training Reform Act 2006*.

Each school council is established by an Order of the Minister for Education, which specifies the council's membership, size and configuration, its objectives, powers, functions and accountabilities and the role of its executive officer who is the principal. The school council has particular functions in setting and monitoring the school's direction.

School councils have three main responsibilities:

- [Finance](#) - overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation.
- [Strategic Planning](#) - participating in the development and monitoring of the school strategic plan.
- [Policy Development and Review](#) - developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

Other key functions of school councils include:

- Raising funds for school-related purposes.
- Maintaining school grounds and facilities.
- Entering into contracts.
- Reporting annually to the school community and the Department.
- Creating interest in the school in the wider community.
- Representing and taking the views of the community into account.
- Regulating and facilitating after-hours use of school premises and grounds.
- Operating a children's service at the school.

Whilst school council meetings are open to the public and all are invited to attend, only elected members may vote.

Meetings are generally held at 5:00pm on the Third Monday of each month.

Please contact the school or School Council President if you have queries.

## **MEDICATION**

No medication of any kind shall be administered by any staff member unless the parents have sent the medication to school with a written request together with full instructions detailing:

- a) Name of medication/purpose.
- b) Dosage.
- c) Specific times and dates of all administrations of medication.

This includes the use of Ventolin inhalers, which may be kept on the person, as long as the child has a complete asthma plan at the school and uses their inhaler appropriately. Any misuse of inhalers will see them removed from the person and parents will be contacted.

For any child suffering asthma or anaphylaxis, it is a requirement of the school that a formal "Asthma Management Plan" or an "Anaphylaxis Management Plan" be completed by a doctor and kept at the school. Plans must include a current photograph of the student and will be kept on display in the staff room and for emergency identification purposes.

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### **EMERGENCY CONTACT INFORMATION**

Buchan 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.

### **HEADLICE**

If head lice are detected, the school will contact the Bush Nurse to conduct whole school hair checks. There are a number of policies relating to head-lice, which require signed parental approval. Should a student have head-lice, the parents will be contacted to take their child home. Hair must be treated with a recognised lice-treatment product and parents will be required to show evidence of its use prior to their child returning to school. A follow-up treatment plan also needs to be put in place, prior to your child returning to school. Please request a head-lice policy from the office if you require further information.

Parents are asked to regularly check their child's hair for lice and inform the school if lice or eggs are present.

### **STUDENT SUPPORT SERVICES**

Buchan 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.
- Bush Nurse - General health matters, available through the Buchan Bush Nursing Centre.
- Psychologist and Counsellor - available by appointment
- Speech Therapist - available by appointment
- Occupational Therapist - available by appointment

### **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 a SMS or phone call where possible. Alternatively, parents can get current information from local radio and emergency services websites.

### **SCHOOLSTREAM APP**

At Buchan Primary School we use the Schoolstream app to provide our parents with important alerts, events, newsletters, class information, sports updates, school news, absentee and excursion notes. It can be downloaded onto a mobile app or computer.

### **WELLBEING DOG**

Our school is working in conjunction with Dogs Connect to introduce our wellbeing dog into our school setting. This program aims to provide our school community with a long term and sustainable program for our wellbeing dog.



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### **SCHOOL WIDE POSITIVE BEHAVIOURS SUPPORT (SWPBS)**

School wide positive behaviour support is a framework that brings together school communities to develop positive, safe and supportive learning cultures. SWPBS assists schools to improve social, emotional, behavioural and academic outcomes for children. At Buchan Primary we have a whole school approach to SWPBS and we have implemented a token reward system that recognises our schools values (Be kind, be a friend, show empathy and show respect). Children who are displaying our school values on a consistent basis are given a token. This token is placed on a tally sheet. Once a child has reached 25 tokens, a postcard is sent home to acknowledge their efforts.

### **RESPECTFUL RELATIONSHIPS PROGRAM**

Respectful Relationships Education (RRE) is a primary prevention initiative to influence behaviour change. Its ultimate goal is to prevent domestic and family violence and to promote positive attitudes, behaviours and equality within our school community.

### **BUSHFIRE AT-RISK REGISTER (BARR)**

Buchan Primary School is categorised as a BARR school. Inclusion on this register is a trigger for the school and kindergarten 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 these school will be unstaffed. Bus travel will also be cancelled. Please request further information from the school in relation to this matter.

### **INFECTIOUS DISEASES**

Disease or condition	Exclusion from school	Exclusion of contacts
Chickenpox	Until fully recovered or at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (eg. Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis (acute infectious)	Until discharge from eyes has ceased.	Not excluded.
Diphtheria	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 contact until cleared to return by the Secretary - DHS.
Giardiasis (diarrhoea)	Until diarrhoea ceases.	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.

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Hepatitis B	Until recovered from acute attack.	Not excluded.
Impetigo (School Sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Leprosy	Until approval to return is given by the Secretary DHS.	Not excluded.
Measles	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 appearance 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.
Meningococcal infection	Until adequate carrier eradication therapy has been completed.	Not excluded if receiving eradication therapy.
Mumps	For 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary.	Not excluded.
Ringworm, Scabies, Pediculosis (Head lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded.

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Pertussis (Whooping cough)	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Poliomyelitis	Until at least fourteen days after onset of illness and receipt of medical certificate of recovery from infection.	Not excluded.
Rotavirus (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Shigella, Salmonella	Until diarrhoea ceases.	Not excluded.
Streptococcal infection (inc. Scarlet fever)	Until the child has received antibiotic treatment for at least 24hrs and the child feels well.	Not excluded.
Trachoma	Until appropriate treatment has commenced.	Not excluded.
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious.	Not excluded.
Typhoid and Paratyphoid Fevers	Until approval to return has been given by the Secretary DHS.	Not excluded unless a medical health officer or a health officer of the Department of Human Services determines exclusion is necessary.
Worms (Intestinal)	Exclude if diarrhoea Present.	Not excluded.