<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELCOME</td>
<td>4</td>
</tr>
<tr>
<td>SCHOOL VALUES</td>
<td>4</td>
</tr>
<tr>
<td>CONCORD SCHOOL CONTACT DETAILS</td>
<td>5</td>
</tr>
<tr>
<td>TERM DATES FOR 2015</td>
<td>5</td>
</tr>
<tr>
<td>TERM DATES FOR 2016</td>
<td>5</td>
</tr>
<tr>
<td>CAMPUS TIMES</td>
<td>6</td>
</tr>
<tr>
<td>STUDENTS STARTING TIME</td>
<td>6</td>
</tr>
<tr>
<td>SUPERVISION OF PLAYGROUNDS</td>
<td>6</td>
</tr>
<tr>
<td>STUDENTS LATE ARRIVAL OR EARLY DEPARTURES</td>
<td>6</td>
</tr>
<tr>
<td>TRANSPORT ASSISTANCE</td>
<td>7</td>
</tr>
<tr>
<td>BUS TRANSPORT</td>
<td>7</td>
</tr>
<tr>
<td>SECONDARY 9-12 INDEPENDENT TRAVEL</td>
<td>7</td>
</tr>
<tr>
<td>STUDENT ABSENCES</td>
<td>7</td>
</tr>
<tr>
<td>EMERGENCY DETAILS</td>
<td>8</td>
</tr>
<tr>
<td>VISITING THE SCHOOL</td>
<td>8</td>
</tr>
<tr>
<td>VOLUNTEERS</td>
<td>8</td>
</tr>
<tr>
<td>BEFORE AND AFTER SCHOOL CARE</td>
<td>8</td>
</tr>
<tr>
<td>UNIFORM</td>
<td>8</td>
</tr>
<tr>
<td>CURRICULUM DAYS</td>
<td>9</td>
</tr>
<tr>
<td>COMMUNICATION DIARIES</td>
<td>9</td>
</tr>
<tr>
<td>PRIVACY – CONFIDENTIALITY</td>
<td>9</td>
</tr>
<tr>
<td>PARENTS/CARERS WISHING TO MEET STAFF</td>
<td>9</td>
</tr>
<tr>
<td>NEWSLETTER</td>
<td>9</td>
</tr>
<tr>
<td>POLICIES</td>
<td>9</td>
</tr>
<tr>
<td>WHOLE SCHOOL ASSEMBLY</td>
<td>9</td>
</tr>
<tr>
<td>YEAR LEVEL ASSEMBLIES</td>
<td>9</td>
</tr>
<tr>
<td>REPORTING TO PARENTS/CARERS</td>
<td>9</td>
</tr>
<tr>
<td>ASSESSMENT</td>
<td>10</td>
</tr>
<tr>
<td>HOME LEARNING</td>
<td>10</td>
</tr>
<tr>
<td>SCHOOL CONTRIBUTION FEES</td>
<td>10</td>
</tr>
<tr>
<td>STATIONERY</td>
<td>10</td>
</tr>
<tr>
<td>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)</td>
<td>11</td>
</tr>
<tr>
<td>NETBOOK COMPUTERS/IPADS</td>
<td>11</td>
</tr>
<tr>
<td>PERSONAL BELONGINGS AT SCHOOL</td>
<td>11</td>
</tr>
<tr>
<td>LOST PROPERTY</td>
<td>11</td>
</tr>
<tr>
<td>FIRST AID/ILLNESS</td>
<td>11</td>
</tr>
<tr>
<td>MEDICATION</td>
<td>11</td>
</tr>
<tr>
<td>EXCURSIONS</td>
<td>11</td>
</tr>
<tr>
<td>EXCURSIONS – SECONDARY 11-12</td>
<td>12</td>
</tr>
<tr>
<td>EXCURSION REFUNDS</td>
<td>12</td>
</tr>
<tr>
<td>CAMP</td>
<td>12</td>
</tr>
<tr>
<td>HEALTHY FOOD/LUNCHES</td>
<td>12</td>
</tr>
<tr>
<td>ANAPHYLAXIS</td>
<td>12</td>
</tr>
<tr>
<td>CANTEEN</td>
<td>12</td>
</tr>
<tr>
<td>TRANSITION OF STUDENTS</td>
<td>12</td>
</tr>
<tr>
<td>TRANSITION FOR PARENTS/CARERS AND STUDENTS ENTERING CONCORD SCHOOL</td>
<td>13</td>
</tr>
<tr>
<td>TRANSITION OF STUDENTS BETWEEN LEARNING AREAS</td>
<td>13</td>
</tr>
<tr>
<td>GRADUATION</td>
<td>13</td>
</tr>
<tr>
<td>PROGRAM FOR STUDENTS WITH DISABILITIES (PSD) REVIEWS</td>
<td>14</td>
</tr>
<tr>
<td>FUTURES FOR YOUNG ADULTS PROGRAM (YEAR 12 ONLY)</td>
<td>14</td>
</tr>
<tr>
<td>STUDENT LEADERSHIP AND THE STUDENT REPRESENTATIVE COUNCIL (SRC) AT BUNDOORA CAMPUS</td>
<td>14</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>14</td>
</tr>
</tbody>
</table>
WELCOME

I welcome your child and family to the Concord School community.

Concord School, with 120 teaching and educational support staff, has a current enrolment of 390 students across two campuses.

Concord School is an innovative and dynamic school that is highly regarded for its educational programs, facilities and skilled staff. The school has achieved remarkable progress in the delivery of improved learning outcomes for students through a curriculum that balances the need to develop academic, technological, social and physical skills.

The overall goal for our students is 'to be the best I can be' with the objective of maximising the independence of each student through the delivery of the AusVELS curriculum that is specifically tailored to meet individual needs. Concord School’s facilities and resources ensure that students are provided with an optimal learning environment. These include a Discovery Centre, Performing Arts Centre/Gymnasium, electronic whiteboard technology and notebook and iPad computer access for each student.

Concord School expects that students will develop respect for others and achieve personal excellence. The students experience success and their achievements are celebrated promoting increased self-esteem. I am proud to be the Principal of such a great school that challenges the boundaries and expectations of what students with additional learning needs can achieve.

If you have concerns or questions at any time, please contact the teacher, Team Leader, Assistant Principals or myself. We will be available at all times to work with you on the education of your child.

Jason Coningsby
Principal

PURPOSE OF THIS BOOKLET

This booklet has been designed for families who have students at the school. This includes information about the school and parent/carer communications, contact details, school hours etc.

The Concord School website also covers many of these topics, as well as other important information that is less suited to a printed handbook (eg. school calendar, current news).

The website can be found at www.concordsch.vic.edu.au

SCHOOL VALUES

The School Values are

- respect
- cooperation
- personal best
- happiness
- honesty

School Values education occurs as part of our Social Competency/Personal Development programs. All members of the school community are asked to practice these values in their interactions with one another.
CONCORD SCHOOL CONTACT DETAILS

BUNDOORA CAMPUS
Address: 411 Grimshaw Street, Bundoora, 3083
Telephone: 9467 3972 or 9467 4758
Fax: 9467 8018

WATSONIA CAMPUS
Address: Meagher Street, Watsonia, 3087
Telephone: 9432 7978 or 9432 9614
Fax: 9432 4593

Postal Address: P.O. Box 90, Bundoora, 3083
E-Mail: concord.sch@edumail.vic.gov.au
Website: www.concordsch.vic.edu.au
Official Facebook Page: www.facebook.com/concordschoolvictoria

Please view the website for current detailed school information

School Location No: 5027
Principal: Jason Coningsby coningsby.jason.a@edumail.vic.gov.au
Assistant Principals: Kirrily Lamers lamers.kirrily.l@edumail.vic.gov.au
Colin Simpson simpson.colin.d@edumail.vic.gov.au
Kath Moore (Watsonia Campus) moore.kathleen.k@edumail.vic.gov.au

Team Leaders: Chris Norman (Upper Primary Team Leader) norman.chris.c@edumail.vic.gov.au
Christine Pillot (Secondary 7-8 Team Leader) pillot.christine.n@edumail.vic.gov.au
Tim Clarke (Secondary 9-10 Team Leader) clarke.timothy.g@edumail.vic.gov.au
Warren Gaff (Secondary 11-12 Team Leader) gaff.warren.i@edumail.vic.gov.au

TERM DATES FOR 2015
Term One: 28 January – 27 March (Pupil Free Day 28 January)
Term Two: 13 April – 26 June
Term Three: 13 July – 18 September
Term Four: 5 October – 18 December

TERM DATES FOR 2016
Term 1: 27 January – 24 March
Term 2: 11 April – 24 June
Term 3: 11 July – 16 September
Term 4: 3 October – 20 December
CAMPUS TIMES

<table>
<thead>
<tr>
<th>BUNDOORA CAMPUS</th>
<th>WATSONIA CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st session: 9.00am – 9.50am</td>
<td>1st session 9am – 10.15am</td>
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<tr>
<td>2nd session: 9.50am – 10.40am</td>
<td>Eating time 10.15am – 10.30am</td>
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<tr>
<td>RECESS 10.40am – 10.55am</td>
<td>Recess 10.30am – 10.45am</td>
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<tr>
<td>3rd session: 10.55am – 11.45am</td>
<td>2nd session 10.45am – 11.30am</td>
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<tr>
<td>4th session: 11.45am – 12.35pm</td>
<td>3rd session 11.30am – 12.15pm</td>
</tr>
<tr>
<td>Eating Time: 12.25pm – 12.35pm</td>
<td>Eating Time 12.15pm – 12.30pm</td>
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<tr>
<td>LUNCH 12.35pm – 1.20pm</td>
<td>Lunch 12.30pm – 1.15pm</td>
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<tr>
<td>5th session: 1.20pm – 2.10pm</td>
<td>4th session 1.15pm – 2.00pm</td>
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<tr>
<td>6th session: 2.10pm – 3.00pm</td>
<td>5th session 2pm – 2.45pm</td>
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</tbody>
</table>

STUDENTS STARTING TIME

**Bundoora Campus** - There is a teacher on duty before school from 8.45am. Parents who need to leave children at school earlier than this are requested to utilise Before School Care rather than dropping the students off unsupervised. Similarly, the yard duty teachers will supervise children in the primary court yard and at the main exit points until 3.15pm. After School Care needs to be arranged for students who require care beyond this time.

**Watsonia Campus** - Students at the Watsonia Campus are supervised by the classroom teacher from 8:50am each day. Students arriving prior to this time will need to enrol in Before School Care.

It is most important that students are at school by 9.00am so that they gain the maximum benefit from their school program. It is also important that teachers and students who have begun the teaching and learning program for the day are not disrupted by late students.

SUPERVISION OF PLAYGROUNDS

Students from different areas of the school play in designated sections of the school during recess and lunch breaks. All areas are supervised by at least two staff members.

Secondary 9-12 students utilise the Loyola Oval at the rear of the school.

STUDENTS LATE ARRIVAL OR EARLY DEPARTURE

Students are not permitted to leave the school unaccompanied by an adult during school hours. Parents/carers may of course collect their child at any time they wish. If the child travels to or from school on the school bus parents/carers must ensure they inform the main office at the Bundoora Campus that their child will not be travelling on the school bus. Office staff will then ensure their child’s name has been marked off the bus roll.

**Late Arrivals** - All students, at both campuses, who arrive after 9.00am are to come to the office and complete a “Late Arrivals” slip. They then take the slip to their teacher; this ensures we have a record of them being at school. This also is applicable where parents bring their child to school. Parents of Secondary aged students will be informed by SMS if their child has not arrived by 9.30.

**Early Leavers** - All students, at both campuses, who leave prior to 3.00pm will come to the office and complete an “Early Leave” slip. Where parents/carers collect their child, the parent/carer will come to the office, complete the early leave slip and the student will be called to the office.

If your child is going to respite care please make sure you contact the office by phone or send a note with your child on the day they are going. As parents/carers, it is your responsibility to know the dates and times they are going and the arrangements you have made for transporting your child to and from the respite facility.
TRANSPORT ASSISTANCE
Transport assistance to and from your home to Concord School may include one of a variety of types of assistance, depending on the eligibility of students. This includes:

- providing access to a bus service
- providing financial assistance through a conveyance allowance for parents who choose to privately transport their own child
- providing a travel pass for those students who are capable of travelling independently

Students who live fewer than 4.8km from the school may be able to access a bus only if there is seating available on the bus service. This permission to travel may be granted on a term by term basis.

Door to door transport is not an entitlement and a number of families are required to privately transport their child to a pick-up point to catch a transport service. Pick up-points minimise time spent on transport for all students. In the interest of ensuring the most efficient service for all students, individual requests cannot be accommodated.

Students are allocated one type of transport assistance, for example, if your child accesses the school bus, the policy is one seat on one bus. This means that your child travels on the same bus in the morning and in the afternoon.

In some instances, students who privately travel to meet a school bus service may also be offered a conveyance allowance if they are travelling 4.8km or more to the closest bus stop.

BUS TRANSPORT
Concord School has seven buses that transport students who live within the Designated Transport Zone (DTA) to and from school each day. Below you will find details of the bus company, the supervisors and their mobile phone numbers. It is essential that you notify your child’s bus supervisor, and the general office at the Bundoora Campus (9467 3972) of any changes to your child’s transport arrangements. It is also essential to notify your child’s teacher of these changes.

<table>
<thead>
<tr>
<th>Bus Company</th>
<th>Address</th>
<th>Telephone</th>
<th>Concord School contact</th>
<th>Bus</th>
<th>Bus Supervisor</th>
<th>Mobile Phone</th>
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<tbody>
<tr>
<td>Dyson Bus Company</td>
<td>889 High Street, Reservoir 3073</td>
<td>9470 3355</td>
<td>Carmel Hunter</td>
<td>Lalor Whittlesea</td>
<td>Lyn</td>
<td>0425 806 353</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Lower Plenty</td>
<td>Maxi</td>
<td>0401 697 421</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Epping Reservoir</td>
<td>Donna</td>
<td>0425 806 351</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Panton Hill</td>
<td>Helen</td>
<td>0425 716 354</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Preston</td>
<td>Lauren</td>
<td>0425 806 350</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Mill Park Lakes</td>
<td>Leanne &amp; Dot</td>
<td>0408 998 125</td>
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<td></td>
<td></td>
<td></td>
<td>Alison</td>
<td>0425 806 359</td>
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<td></td>
<td></td>
<td>Lek</td>
<td>0408 841 160</td>
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SECONDARY 9-12 INDEPENDENT TRAVEL
Where possible, please try to build your child’s confidence in travelling on public transport. If at any time during the year you feel your daughter/son is capable of travelling independently to or from school, please fill in the form available from the office. Also let the class teacher know the details so that they are aware for safety reasons.

Travel skills are taught within many of the Secondary 11-12 Programs. It is important to remember however, that this does not replace a formalised travel training program. Formalised travel training may be conducted through DHS and is an arrangement made by families.

STUDENT ABSENCES
Parents/carers must advise the school either by telephone, note in the communication diary, via email or letter if your child will be absent from school. If you haven’t informed the school prior to your child’s absence then you must provide a note upon your child’s return to school stating the reason for their absence. Every year the DEECD conducts a state-wide audit of enrolments. It is very important that all children are accurately accounted for.
EMERGENCY DETAILS
Please remember to notify the school office staff immediately if your child’s emergency details are changed. These include phone numbers for home and work including mobile phones, telephone numbers of emergency contacts (at least two are required), change of address, changes to custody orders and medical information.

VISITING THE SCHOOL

Bundoora Campus - Parents/Carers are reminded when visiting the school to use the car park at the rear of the school (off Gleeson Drive). Your co-operation in this matter will greatly assist in traffic management at the front of the school when the school buses are dropping off or picking up students. Please report to the general office to sign the Visitor’s Book and obtain a visitor’s badge.

Watsonia Campus - Parents/Carers are reminded when visiting the Watsonia Campus they should park in Meagher Street or surrounding streets, as there is no parking available within the grounds of the school. It is essential that you abide by the parking signs and that you do not park opposite the school driveways. Your co-operation in this matter will greatly assist in traffic management at the front of the school when the school buses are dropping off or picking up students. Please report to the general office to sign the Visitor’s Book and obtain a visitor’s badge.

VOLUNTEERS
Volunteers play a very important part in our classroom programs. We welcome volunteers to Concord School. Depending on the needs of the classroom, volunteers might be asked to work in classrooms, listen to reading and assist with resources. All volunteers help to make a difference for our students. A Working With Children (WWC) check is required for all people working directly with students. The WWC check aims to assist in protecting children from sexual or physical harm. It is designed to complement good selection, supervision and training practices (including rigorous reference checking). Forms are available online or at Australia Post outlets in Victoria. Under the section marked ‘Details of Organisation’, candidates should ensure they state Concord School. If the applicant passes the check they will be sent a successful Assessment Notice, followed by a WWC check card 2-3 weeks later. Further information about the application process is available on the Department of Justice webpage. Please contact Kirrily Lamers if you wish to volunteer.

BEFORE and AFTER SCHOOL CARE
Before and After School Care operates out of our Watsonia Campus. To use the Out of School Hours Care facility all students must first be registered. Application forms can be obtained from the general office. Unless your child has a permanent booking at the Out of School Hours Care School Care facility, parents/carers must:

2. Contact Camp Australia to organise a booking.
3. Contact the school office by phone or send a note on the day (this may be in the child’s communication diary). Arrangements can then be made for the child to be transported to After School Care by one of the contract buses (Lower Plenty).

UNIFORM
School uniform is compulsory for all students. There are two versions of the uniform – a primary uniform for students in the Primary School and a secondary uniform for students in the Secondary School. School caps and wide brimmed hats are available.

The uniform shop is open every Tuesday between 9:15am and 10:15am and Thursday between 1.30pm and 2.30pm. Orders can be placed at the school offices (with payment please) and the goods may then be collected from the offices or sent home with your child. Order forms are available from the offices upon request. If you have difficulty affording a uniform please contact the school so we can assist you with the provision of appropriate school clothing. Our school has a Sunsmart Policy. All Primary School students are required to wear a school hat during recess break times and sport during Terms 1 and 4 and on excursions. All Secondary School students are encouraged to wear a hat or remain in the shade when outdoors during Terms 1 and 4.
CURRICULUM DAYS
During the year the DEECD (Department of Education & Early Childhood Development) requires schools to hold four ‘Pupil Free Days’ for curriculum development and reporting. Students do NOT attend school on these days.

The dates approved by Concord School Council for curriculum days in 2015 are:

- Tuesday 28th January – School Organisation Day
- Monday 23rd February – Professional Development Day
- Tuesday 9th June – Planning Day
- Monday 16th November – Planning Day

COMMUNICATION DIARIES
Your child will be provided with a Communication Diary that will assist in building a strong partnership between home and school. This is an important avenue of communication between school and home. Notices, messages and any correspondence will be sent home in your child’s diary and we encourage you to communicate to your child’s teacher any news or concerns you may have. You may also make an appointment with staff by phoning the school or communicating via email. All staff email addresses can be located on the school website.

PRIVACY – CONFIDENTIALITY
Student phone numbers are not to be passed between students without parental permission. Exchange of phone numbers may be organised by parents through the teacher (via notes or messages in the Communication Diary).

PARENTS/CARERS WISHING TO MEET STAFF
If you wish to see a staff member regarding your child please contact the school to make an appointment. Teachers are unable to have discussions with parents/carers when they are responsible for the teaching of their class. Due to staff meetings, teachers are not available for appointments on Wednesday afternoons.

NEWSLETTER
The newsletter is distributed fortnightly on a Thursday and is sent electronically (for those who choose to receive it this way and the preferred option of the school) or home with the child.

POLICIES
Concord School policies can be obtained on request. The School Engagement, Mobile Phone and First Aid policies and Infectious Diseases table, are printed at the end of this document for your information.

WHOLE SCHOOL ASSEMBLY
A whole school assembly is generally held during the last week of each term. Parent/carers are notified of this event through the newsletter and school website.

YEAR LEVEL ASSEMBLIES
Each area of the school conducts their own assemblies on a regular basis. The presentation of these varies according to the year levels involved. Examples include singing of the National Anthem, presentation of ‘Student of the Week’ awards and other special awards to celebrate student successes, celebration of birthdays, presentation of class reports and work completed. The assemblies are often run by the students in the Secondary areas of the school.

REPORTING TO PARENTS/CARERS
The first parent/teacher meeting is the Meet the Teacher night early in Term 1 of each year. The evening begins with a BBQ provided by the Family and Friends Association for all areas of the school except Lower Primary as the Watsonia Campus has a welcome BBQ later in the term. Families then move to the classrooms to meet their child’s teacher and to receive an overview of specific class programs.

Throughout the year there are a series of Student Support Group Meetings. These are known as SSG meetings and are run in a similar format to parent/teacher meetings.
Prep to Year 10 - At the first SSG meeting in Term 1 an Individual Learning Plan will be presented for discussion. At the midyear SSG meeting the teacher will discuss the student’s progress which is documented in a written report. Appointments may also be made with specialist teachers. Written reports are sent home in July and December. End of year SSGs are conducted upon parental request.

The Individual Learning Plan for students in their first year of school will be developed more slowly and parents will be kept fully informed of this process and timeline.

Secondary 11-12 – As the Secondary 11-12 programs have set learning outcomes, SSG meetings are conducted in the middle and at the end of the year. Families still have the opportunity to meet with teaching staff during the Meet the Teacher night at the beginning of the year.

We highly value open and honest communications with our parents/carers. Please do not hesitate to contact your child’s teacher, the Team Leader, Assistant Principal or Principal if you have an issue or concern relating to any matter regarding your child’s education. You can contact us via telephone, email or your child’s Communication Diary. Please telephone teachers before 9.00am or after 3.00pm so as not to interrupt their teaching duties. Please make an appointment with your child’s classroom teacher if you wish to speak to them at length about any given matter.

ASSESSMENT
In both Literacy and Numeracy, formal assessment is carried out at the beginning of each year and throughout the year by classroom teachers. This provides baseline testing and evidence of progression using commercial tests, anecdotal recording and teacher observation.

Secondary 11-12 uses evidence-based assessment for all programs. This is consistent with the principles of applied learning and requires all students to demonstrate competency through the compilation of a portfolio of work in all study strands.

HOME LEARNING
All sections strongly encourage reading as a home learning task. The Primary School and Secondary 7-8 area have an extensive take home reader program. Students take home a reader/book each night which we ask parents/carers to take the time to hear them read or read to them. This reading is then to be recorded in the student’s reader cover or reading diary.

Home learning is sent home at the discretion of the teacher or at the request of the parents/carers or student. A home-learning ‘grid’ with suggested activities can be provided to parents/carers at the commencement of the academic year.

SCHOOL CONTRIBUTION FEES
The Concord School Council has set the 2015 school contribution fees at:

- Primary Students – $120.00
- Secondary Students – $240.00

This money is used to pay for essential education items which support instruction in the standard curriculum programs such as text books, student stationary and the upkeep of the Concord School owned buses. A letter requesting payment of these fees will be sent home at the beginning of the school year.

STATIONERY
All stationery (pencils / textas / gluesticks etc) will be provided by Concord School. If students intentionally destroy school stationery or supplies parents may be asked to replace damaged items.
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
Technology is an important part of your child’s educational experience at Concord School. In order to ensure ICT is accessed appropriately there are strict guidelines we employ in respect to student use of ICT. From time to time certain privileges may be suspended if your child fails to follow the outlined rules – if this occurs you will be contacted.

NETBOOK COMPUTERS/ iPADS
All students in the Secondary School are provided with their own Netbook (small laptop) or Notebook computer to use throughout the course of the year. All Upper Primary students have access to laptops at a 1:2 ratio and all Lower Primary students have access to laptops at a 1:3 ratio. Students from all areas of the school have access to iPads for educational use. You and your son/daughter are required to sign a contract with regard to correct usage and safety issues when using this technology.

This is a great opportunity for our students to achieve success and develop their ICT skills.

PERSONAL BELONGINGS AT SCHOOL
Students in the Primary School and Secondary 7-8 area of the school, are provided with bag hooks on which they can store their school bags and personal belongings during the day. Students in Secondary 9-12 are given a locker to store their belongings. Children are encouraged not to bring valuables or expensive toys to school as the school will not accept any responsibility for these items. Mobile phones and portable electronic music devices (such as iPods, MP3 players etc) are brought to school at the student’s own risk.

LOST PROPERTY
All students’ clothing and belongings must be clearly named. If any item of clothing/property is lost please contact your child’s teacher or the administration staff in the general office.

FIRST AID/ILLNESS
At the Bundoora Campus a school nurse is employed to care for the health needs of our students. A number of staff at Concord School also have first aid training and these trained first aid staff care for the Lower Primary students at the Watsonia Campus. If your child is unwell or sustains an injury first aid will be provided as soon as possible. You will be notified if your child requires further medical attention and/or needs to be picked up from school. There are a number of illnesses your child may acquire which preclude them from attending school. Children who are unwell should be kept at home to rest and to avoid exposing others to potential infection.

MEDICATION
The school nurse at the Bundoora Campus and class teachers at the Watsonia Campus administer medication to students upon written advice from parents/careers (including dosage etc.). Students must not be in possession of medication at school (except asthma puffers) without consultation with the Principal or Assistant Principal.

Students are not allowed to administer their own medication. The school does not supply analgesics (e.g. Panadol). Analgesics will not be administered without written authority.

ASTHMA / EPILEPSY
Parents/careers are required to provide additional detailed information clearly stating their child’s current Asthma or Epilepsy Management Plan. A copy of this is attached to your child’s records and copies kept in both the classroom and First Aid Room. If your child needs to use a nebuliser it must be provided in good working condition. Students are expected to provide their own puffers etc.

EXCURSIONS
Your child may participate in an excursion. Please return excursion permission forms and any money to school as soon as possible to assist teachers in excursion organisation. All excursion/activities money and permission notes are to be placed in a sealed envelope with the following information written clearly on the front: child’s name, class, reason for payment and amount enclosed. Correct money and payment by the due date is appreciated. If payment cannot be made by the given time, then please contact your child’s class teacher to make other arrangements. All students will be provided with identification documentation they must wear or hold on their person during an excursion.
EXCURSIONS – SECONDARY 11-12

Excursions are conducted on a weekly basis and, therefore, form an integral part of the VCAL/Secondary 11-12 program. Please return excursion permission forms and any money to school as soon as possible to assist teachers in excursion organisation. All students must carry a wallet/purse, proof of concession (DSP card, VPT Student Concession card etc.) and a Myki Card with enough credit for travel. Families are asked to provide their son/daughter with a Myki card for use during excursions and to regularly monitor the credit on the card.

All students will be provided with identification documentation they must wear or hold on their person during an excursion. For safety reasons, mobile phones are permitted to be taken on excursions. Students are encouraged to have additional spending money on excursions so that snacks or drinks can be purchased. Please ensure that any money is kept in a wallet or purse. This will also promote adult behaviour (responsibility) and numeracy skills.

EXCURSION REFUNDS

Refunds will be given upon parent/carer request if a medical certificate is provided. The costs of transport, swimming, camps and visiting performers are not refundable because they are calculated on the number of students who respond.

CAMP

Camps range from one to four nights in duration. Some classes attend camp together while other classes have individual camps. Camps may be paid in instalments and must be finalised before your child attends the camp. Further information regarding camps is disseminated at ‘Meet the Teacher Night’ early in Term 1 and/or upon your child’s entry to the school. Camp payments are to be paid in full prior to the camp.

HEALTHY FOOD/LUNCHES

In order to promote student health and optimal brain functioning, certain foods are discouraged. Please minimise the amount of high fat, high salt and sugary foods or drinks you send in your child’s lunch box. We encourage children to bring sandwiches, rolls, fruit, yoghurt, popcorn and or other healthy food choices. Fresh water is always available for your child to drink. Soft drinks are not allowed at Concord School. Students are supervised while eating and are not permitted to take food or drinks onto the yard for safety and environmental reasons. There are drinking taps available from which students may drink during break time. The school canteen provides healthy food choices two days per week. Due to health and safety reasons students do not have access to microwaves or kettles to heat or cook their lunches.

ANAPHYLAXIS

Concord School does not “ban” certain types of foods (e.g. nuts) as it is not practicable to do so, and is not a strategy recommended by the Royal Children’s Hospital. However, at the beginning of each year a notice will be sent home outlining any anaphylactic risks in your child’s classroom, the school does request that parents/carers take note of these triggers and consider them when packing lunches. Concord School has a rule that students do not share their food with other students, and that students only eat what is provided to them from home. Regular education within the classroom is to be held to enforce this rule.

CANTEEN

Bundoora Campus - On Tuesdays and Thursdays each week lunch orders are available from the canteen at the Bundoora Campus. A canteen list is available for parents/carers from the general office.

Watsonia Campus - The Watsonia Campus uses Watsonia Primary School’s canteen. This operates from Monday to Friday. Menus are available. Orders should be written on a paper bag with money securely enclosed. Lunch orders are delivered shortly before lunch eating time each day.

TRANSITION OF STUDENTS

The transition from preschool to school, and then between areas of the school, are distinct phases of each student’s educational pathway. Successful transition should have a positive impact on student’s social, physical and academic development. At Concord School we aim to ensure transition is a smooth and natural progression from one learning stage to another. When students are prepared for the transition to school, or between areas, they are more likely to succeed and to make a confident contribution to their learning program. When parents are included in the transition process it begins, or renews, involvement in their child’s education.
TRANSITION FOR PARENTS/CARERS AND STUDENTS ENTERING CONCORD SCHOOL

The transition program for parents/carers:
- prospective families are invited to a school tour and provided with introductory information about Concord School
- prospective families are invited to attend a comprehensive transition/orientation meeting which includes introductions to key people, an outline of the educational programs on offer and accompanying documentation
- personal contact is made before, during and after transition to ensure students have made a confident and happy start at Concord School

The transition program for students may include:
- a tour of the school
- a visit by the Team Leader to the student’s school
- a visit by current school staff to Concord School
- attendance by the student at the student orientation day

TRANSITION OF STUDENTS BETWEEN LEARNING AREAS

Time is allocated for students to spend time in their new learning area. Planned activities will provide opportunities for students to become familiar with the following year’s learning environment and to gain an insight into the expectations and operation of their new area. It also allows students to meet and associate with their peers before the commencement of the school year. Sections may allocate buddies who have the responsibility to ensure new students adjust to their new learning environment.

A successful transition program is beneficial to students, parents and teachers as it provides knowledge of and continuity in educational experiences.

For students transition will provide:
- continuity of learning experiences
- motivation and openness to new experiences
- increased confidence and familiarity with a new setting, teachers and students
- improved interactions with peers

For parents transition will provide:
- greater knowledge and understanding of the educational programs offered
- familiarity with staff and confidence in their interactions with them
- increased confidence in their child’s ability to achieve in a new setting
- ongoing input into their child’s education

For teachers transition will provide
- increased knowledge of students and enhanced ability to meet individual needs
- a network of professional support
- increased parental support

GRADUATION

Upper Primary
The year that the students turn 12 years old is their last year in Upper Primary. At the end of that year each of those students participates in a graduation ceremony. This ceremony is usually held on Wednesday afternoon in the first or second week of December. The ceremony concludes with an afternoon tea for the graduates and their guests. This is certainly a very special and emotional time for all involved, but at the same time a very happy and proud moment in all the students’ lives.

Year 12
Parents/carers, families and friends are all invited to help celebrate this important milestone in the graduating student’s life. All Year 12 students write and present a graduation speech and prepare a photo story of their time at
Concord School. VCAL and Transition section awards are presented. Students do not return to school following their graduation.

PROGRAM FOR STUDENTS WITH DISABILITIES (PSD) REVIEWS

Upper Primary students PSD funding is reviewed around the age of 11 to 12 years. This review is to ascertain whether students are still eligible for funding under the Program for Students with Disabilities and then, if they are eligible, what level of funding they should receive.

This is an extremely important process as this is the last time students will have to go through this review process. What this means is that the level of funding that is established after this process will be the funding they will receive for the rest of their schooling.

At the appropriate time parents/carers will be given more information about the process and what is expected from them.

FUTURES FOR YOUNG ADULTS PROGRAM (YEAR 12 ONLY)

This process is coordinated by the Concord School and overseen by The Department of Human Services

The Futures for Young Adults (FFYA) program is a Department of Human Services (DHS) initiative that provides support to students with a disability who need additional assistance to make the transition to post-school options. The program is available to eligible students from when they complete school until they turn 21. This program is targeted at students who are turning 18 in the current academic year and, therefore, will be completing their studies at Concord School. Information and networking opportunities are open to all of our year 9, 10, 11 and 12 families but it is only the year 12 families that will be eligible for the DHS supports and planning.

Information will be distributed or provided by Concord School or other agencies in order to provide families with the knowledge to make informed choices about sourcing, investigating and deciding on post-school options. It is critical that families take advantage of any opportunities or information provided. Gaynor MARTYN (Careers and Transitions Coordinator) will, in consultation with the Secondary School (YR11/12), be coordinating this program at Concord School.

Concord School participates in the process as one of the key stakeholders in your son/daughter’s transition from school but it is ultimately the families that must take a pro-active approach to the investigation and research of post-school options. Any enquiries about the FFYA process should be directed to Gaynor Martyn, the Department of Human Services staff (or their representative) or the Secondary School (YR11/12) staff.

STUDENT LEADERSHIP AND THE STUDENT REPRESENTATIVE COUNCIL (SRC) AT BUNDOORA CAMPUS

Each class group elects two class leaders. Class Leaders are nominated and elected by their classmates. Students from the Secondary School are elected to be members of the SRC. The SRC is coordinated by the Assistant Principal and meets regularly. Students can nominate themselves and each other to be members of the SRC and staff will also nominate students for the SRC. Elections for both class captains and SRC occur early in Term 1 of each year.

INCIDENT REPORTS

Whilst we are committed to providing a safe learning environment for all students, occasionally incidents of a serious nature may occur at school. If your child is involved in a matter involving property damage, theft, an accident, harming another person or has been harmed themselves, an incident report will be written and the Team Leader, Assistant Principal or Principal will contact you. If your child is involved in threatening or hurting another child they may be removed from their learning area for a specified amount of time – you will be contacted if this occurs. In addition, if your child is involved in any kind of incident that has impacted on their physical or emotional safety at school you will be informed. If you have any concerns at any time regarding your child’s behaviour and/or safety at school we encourage you to make contact with us.

HEAD LICE

Children with head lice must remain at home until the head lice are treated. If head lice are detected you will need to pick up your child from school. This information is passed onto you so that you can check your child’s hair immediately. We need to work together to minimise the spread of head lice. In order to do this, parents must be
vigilant in checking their child’s hair on a regular basis, not just after a notification, and treat the hair if eggs/lice are present. Please notify your child’s class teacher if you find eggs/lice in your child’s hair. We thank you for your cooperation in this area.

TOILETING, MENSTRUAL CARE AND PERSONAL HYGIENE

We encourage students who may experience toileting accidents to have spare underwear and clothing kept in their bag/locker. We encourage all female students to bring a change of underwear, clothes and sanitary items to school when they are menstruating. We ask students to wear clean clothing to school and use deodorant before they get dressed in the morning. We would appreciate your cooperation in ensuring your child’s personal hygiene is of a high standard. Adolescence is a time of physical change and we all need to work together to assist students to manage their personal care in response to the physical changes they experience.

CHANGE OF CLOTHES

Please send a change of clothes for your child and if school clothes are used for your child in an emergency, ensure that they are washed and returned promptly.

CENTRELINK OFFICER VISIT TO CONCORD SCHOOL

A Centrelink officer attends the Bundoora Campus once per term in an advisory capacity to assist you to prepare paperwork and to answer queries and address concern you may have. Dates are advertised in the Newsletter and parents/carers must contact the front office to book an appointment. The officer advises only and will not be lodging claims.

Please be aware that most students may be eligible for a number of support payments from the government. These are:

- Disability Support Pension (16yo+)
- Pensioner Education Supplement (16yo+)
- Mobility Allowance (16yo+)

Please contact Centrelink for any queries about eligibility or accessing these payments.

POLICIES

SCHOOL ENGAGEMENT POLICY

The Concord School Engagement Policy is a framework to ensure a variety of programs and supports are implemented in our school to ensure student safety by eliminating bullying and building positive relationships. The four main kinds of bullying are physical (hitting/kicking), verbal (name calling/teasing), emotional (ignoring others/excluding others from play) and cyber bullying (abusive text messages/email/chat). Please note that from time to time students may experience relationship difficulties or friendship conflicts – this is NOT bullying. Bullying is the deliberate targeting of one student repeatedly over time with the intention of causing harm, pain or discomfort. For this reason we record all behavioural incidents that come to our attention in order to intervene as soon as evidence of any bullying emerges. These interventions are devised in consultation with students’ parents and carers. We value our home/school partnerships and endeavour to contact parents if there is any issue or concern at school regarding their child’s behaviour. If you have cause for concern regarding student conduct please contact the Principal, Assistant Principal, Team Leader or your child’s teacher.

MOBILE PHONE AND PORTABLE TECHNOLOGY POLICY AND GUIDELINES

Mobile phones and portable technology owned by students are brought to school at their own risk. Students are discouraged from bringing mobile phones and portable technology to school. The DEECD and Concord School do not accept responsibility for lost or damaged student mobile phones and portable technology, do not hold insurance for personal property brought to schools and will not pay for any loss or damage to mobile phones and portable technology.

If brought to school mobile phones and portable technology should not be used in any manner or place that is disruptive to the normal school routine. In particular students are not permitted to make phone calls or send messages. Where appropriate teachers may give permission for students to use this technology within the classroom programs where it will assist them as a tool for their learning. Apart from this students should have their
mobile phones and portable technology switched off and out of sight during classes and if a locker is available it is strongly recommended that it be locked away.

Portable technology may be used by students to occupy themselves during recess and lunch breaks. Examples of this would be listening to music on an iPod or playing a game on a DS. If the portable technology is used inappropriately by a student, e.g. to take photos, use Facebook and other social media, then the equipment may be confiscated by the teacher on duty until the end of the recess or lunch break and further consequences may apply.

Students are permitted to use their portable technology before and after school to keep them entertained while travelling on the school bus.

Mobile phone cameras (still and video) must not be used in spaces where these are banned, for example changing rooms, toilets, gyms and swimming pools. Using mobile camera (still and video) to film people and their activities without their knowledge and/or permission is an invasion of privacy and is not permitted. Actions will be taken against any student who photographs or films other individuals without their consent. Action will also be taken against students who send harassing or threatening messages.

**FIRST AID POLICY**

**Rationale**

It is the school’s responsibility to care for the welfare of all students, staff and visitors ensuring that basic first aid is administered as required.

**Broad Guidelines**

The Student Health section of the Schools Reference Guide will be used to guide the management of student health issues within the school. First aid materials and facilities will be provided by the school.

**Implementation**

**Provision of first aid**

- A School Nurse is employed full time to administer first aid to students at the Bundoora Campus and at the Watsonia Campus as required.
- A first aid room will be available for use at all times at the Bundoora Campus. A comprehensive supply of basic first aid materials will be stored in a locked cupboard in the first aid room.
- First aid kits will be available in the school buses as well as in each section of the school and the administration offices. A first aid kit, including asthma requirements, will be taken on all camps.
- All staff shall be required to administer minor first aid as required. Where there is uncertainty as to the appropriate treatment, a level 2 first aid trained staff member will be consulted. A list of qualified first aid staff is to be posted in the first aid room.
- Details of all injuries and treatment/action taken will be recorded in the Minor Accident File kept in the first aid room.
- A record of major injuries will be recorded in a Major Injury File and entered on CASES21.
- All injuries to the head shall be reported immediately to the parent/carer who will have the opportunity to take their child home for observation/treatment. All major head injuries will be treated as serious and ambulance will be called if required.
- All epileptic seizures will be reported as soon as possible to the parent/carer. An ambulance will be called for major and prolonged seizures as indicated on the student’s epilepsy management form.
- An ambulance will be called in all other cases of extreme injury or illness. Every time an ambulance or emergency services are called (000) DEECD Emergency Management must be notified on 95896266.

**Students' medical information**

- Details of students with life threatening and/or severe illnesses, allergic reactions and/or conditions will be displayed in the office and first aid areas as well as on the school’s S-Drive (intranet). Teachers are expected to
be familiar with these students, their conditions, their requirements and the appropriate action to be taken in an emergency. This information can be easily accessed by all staff through the on-line Student Profiles.

- Team Leaders are to ensure that all CRT’s are aware of the needs of these specified students. Classroom teachers are to ensure that all CRTs have access to information regarding the specific medical needs of students through a CRT information folder kept in every classroom.

- Each student’s ‘medical/contact form’ is updated annually or as required.

- All children, especially those with an asthma management plan, will have access to a Ventolin and spacer at all times.

- Students with special medical needs (for example, epilepsy, asthma or anaphylaxis) will have an additional form completed with details of their current medical management.

- All medical management plans will be displayed in the first aid room

- All parent/carer requests for the administration of medications to their child must be in writing on the Medication Authority form. Please see Administration of Medication at School policy.
## Infectious Diseases Exclusion Table

The following table indicates the minimum period of exclusion from schools and children’s service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this schedule ‘medical certificate’ means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least 4 days after the onset of rash.</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Disease</td>
<td>Exclude Criteria</td>
<td>Not excluded Criteria</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
<td>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.</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

Exclusion of cases and contacts is not required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease)