



CONCORD  
SCHOOL

**Concord School**  
**Parent Information**  
**Booklet**  
**2023**

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## PURPOSE OF THIS BOOKLET

This booklet includes information about Concord School.

The Concord School website also covers many of these topics, as well as other important information that is less suited to a printed handbook.

The website can be found at [www.concordsch.vic.edu.au](http://www.concordsch.vic.edu.au)

## VALUES AND SCHOOL WIDE POSITIVE BEHAVIOUR EXPECTATIONS

The following core values and positive behavior expectations underpin the management and teaching practices at our school.

| Values                                                          | Expectations                                                     |
|-----------------------------------------------------------------|------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Personal best</li></ul> | <ul style="list-style-type: none"><li>• Be a learner</li></ul>   |
| <ul style="list-style-type: none"><li>• Respect</li></ul>       | <ul style="list-style-type: none"><li>• Be respectful</li></ul>  |
| <ul style="list-style-type: none"><li>• Honesty</li></ul>       | <ul style="list-style-type: none"><li>• Be responsible</li></ul> |
| <ul style="list-style-type: none"><li>• Cooperation</li></ul>   | <ul style="list-style-type: none"><li>• Be safe</li></ul>        |
| <ul style="list-style-type: none"><li>• Inclusion</li></ul>     |                                                                  |

School Values education occurs at the beginning of each school year during our school Start Up Program and also occurs throughout the year as part of our Social Competency Programs. All members of the school community are asked to practise these values in their interactions with one another.

## CONCORD SCHOOL CONTACT DETAILS

### BUNDOORA CAMPUS

Address: 411 Grimshaw Street,  
Bundoora, 3083  
Telephone: 9467 3972

### WATSONIA CAMPUS

Address: Meagher Street,  
Watsonia, 3087  
Telephone: 9432 7978  
Postal Address: P.O. Box 90, Bundoora, 3083  
E-Mail: [concord.sch@education.vic.gov.au](mailto:concord.sch@education.vic.gov.au)  
Website : [www.concordsch.vic.edu.au](http://www.concordsch.vic.edu.au)  
Facebook Page: [www.facebook.com/concordschoolvictoria](http://www.facebook.com/concordschoolvictoria)

**Please view the website for current detailed school information**

## TERM DATES FOR 2023

|        |                                      |
|--------|--------------------------------------|
| Term 1 | 31st January – 6 <sup>th</sup> April |
| Term 2 | 24th April – 23rd June               |
| Term 3 | 10th July – 15th September           |
| Term 4 | 2nd October – 20th December          |

## CAMPUS TIMES

| BUNDOORA CAMPUS          |                          |
|--------------------------|--------------------------|
| 1 <sup>st</sup> session: | 9.00am – 9.50am          |
| 2 <sup>nd</sup> session: | 9.50am – 10.40am         |
| <b>RECESS</b>            | <b>10.40am – 10.55am</b> |
| 3 <sup>rd</sup> session: | 10.55am – 11.45          |
| 4 <sup>th</sup> session: | 11.45am – 12.35pm        |
| <b>LUNCH</b>             | <b>12.35pm – 1.20pm</b>  |
| 5 <sup>th</sup> session: | 1.20pm – 2.10pm          |
| 6 <sup>th</sup> session: | 2.10pm – 3.00pm          |

| WATSONIA CAMPUS          |                          |
|--------------------------|--------------------------|
| 1 <sup>st</sup> session: | 9am – 10.15am            |
| Eating time              | 10.15am – 10.30am        |
| <b>RECESS</b>            | <b>10.30am – 10.45am</b> |
| 2 <sup>nd</sup> session  | 10.45am – 11.30am        |
| 3 <sup>rd</sup> session  | 11.30am – 12.15pm        |
| Eating Time              | 12.15pm – 12.30pm        |
| <b>LUNCH</b>             | <b>12.30pm– 1.15pm</b>   |
| 4 <sup>th</sup> session  | 1.15pm – 2.00pm          |
| 5 <sup>th</sup> session  | 2pm – 2.45pm             |

## SCHOOL 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 at the Watsonia Campus rather than dropping students off unsupervised. Similarly, the yard duty teachers will supervise children in the primary courtyard 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.

## PARENT DROP OFF AND PICK UP AT THE BUNDOORA CAMPUS

There is limited parking available at the Bundoora Campus.

To alleviate the car parking issues, morning drop off is available on the front driveway between 8.30-8.40am. The cut-off at 8.40am is strict as the buses will enter from that time. We encourage you to drive to the main gate at the front of the school and drop your child off. There will be staff waiting to assist your child and provide supervision.

An afternoon pick-up process is available after the buses have departed between 3.10-3.20pm. If you would like your child to use this process, please advise your child's teacher as your child will need to be escorted to the front gate and supervised until you drive into the driveway and pick them up. We strongly encourage you to take advantage of these options.

## STUDENT LATE ARRIVAL OR EARLY DEPARTURES

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

Students who arrive at Bundoora Campus after 9.00am must come to the office and either sign in on the Compass Kiosk or sign in the special Sign In register. If they have signed in on the Compass Kiosk they will take the slip to their teacher.

This ensures we have a record of them being at school. All parents/carers of Upper Primary and Secondary students will receive an SMS if their child has not arrived by 9.10am. At Watsonia Campus all students must report to the office to be signed in through Compass.

### **Early Leavers**

All students at Bundoora Campus who leave prior to 3.00pm will come to the office and either sign out on the Compass Kiosk or in the Sign out Register. Where parents/carers collect their child, the parent/carer will come to the office, complete the same process and the student will be called to the office. At the Watsonia Campus students/parents/carers must report to the office and they will be signed out through Compass. All carers must have identification when collecting a student from the school.

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.

### **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 also utilise the Loyola Reserve at the rear of the school under the supervision of Concord staff.

### **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 DET bus service
- providing financial assistance through a conveyance allowance for parents who need to privately transport their own child as their child is not capable of using the bus service. The child must live within the designated transport zone.
- providing a travel pass for those students who are capable of travelling independently

Students have access to the DET Bus service which provides free bus transport to school for eligible students who live greater than 4.8km from the school. If eligible, families will be allocated a pickup point on the relevant bus route. 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. 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. 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.

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.

### **BUS TRANSPORT**

Concord School has eight 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.

| Bus Company | Address                               | Phone             | Concord School contact          | Bus                                                                                                   | Bus Supervisor                                                         | Mobile Phone                                                                                                                 |
|-------------|---------------------------------------|-------------------|---------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Dysons      | Reservoir Depot 889 High St Reservoir | 9470-3355 Press 4 | Rupa Dasgupta 9467-3972 Press 1 | Lalor<br>Whittlesea<br>Lower Plenty<br>Epping<br>Reservoir<br>Doreen<br>Heidelberg<br>Mill Park Lakes | Josie<br>Maxi<br>Suzy<br>Phoebe/Rosy<br>Jennie<br>Rose<br>Paige<br>Lek | 0425 806 353<br>0401 697 421<br>0425 806 351<br>0425 716 354<br>0425 806 350<br>0408 998 125<br>0425 806 359<br>0439 336 915 |

## 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 Programs. It is important to remember however, that this does not replace a formalised travel training program.

## STUDENT ABSENCES

Parents/carers must advise the school if your child will be absent; Parents can inform the school by entering absence dates and reasons on Compass, alternatively, you can phone the school or email. 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 DET 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

Parking is limited at the Bundoora Campus. Cars are unable to enter the front driveway between 8.45-9.10am and 2.45-3.10pm due to the buses however outside of these times parking is permitted against the left kerb. Please report to the general office to sign in on Compass and obtain a Visitor's badge.

### Watsonia Campus

Parents/Carers are reminded when visiting the Watsonia Campus, they should park in Meagher St 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.

## BEFORE and AFTER SCHOOL CARE

Before and After School Care operates out of our Watsonia Campus and is shared with Watsonia Primary School. Our Before and After School Care program is managed by *Their Care*.

## 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 via appointment. 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 DET (Department of Education & Training) 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 2023 are:

- 27<sup>th</sup> January
- 10<sup>th</sup> July
- 6<sup>th</sup> November (day before Melbourne Cup)
- 8<sup>th</sup> November (day after Melbourne Cup)

## **COMMUNICATION WITH FAMILIES**

### **Compass**

Compass is an online communication tool used by Concord School. On enrolment, parents are provided with a login to their own parent portal. Compass provides up-to-date and meaningful information about our school. It is therefore essential that parents log in regularly to access this information. In the parent portal you can access the school event calendar, view your child's attendance record and record absences, email teachers and update your contact details.

Parents/carers are able to process payments and give permission for their children to attend different events through Compass. Excursions and incursions will be available for parents to make payment and give consent throughout the year. Camp information will be made available early in Term One to allow parents ample time to budget for payments.

Parents/carers are able to log in to Compass by entering the web address <https://concordsch-vic.compass.education/> directly into a web browser (Internet Explorer, Firefox, Chrome, Safari), or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store. A link to Compass is also available at the top of the Concord School website.

### **Home-School Communication**

Home-School communication is essential in building a strong working partnership between home and school. Weekly communication is through Compass email allowing for quick, confidential and efficient communication. This important avenue of communication between school and home enables staff to provide weekly updates on general whole class information, individual student feedback as well as relevant individual student information. For parents and carers, it can be used to pass on any important information to your child's teacher, seek support in relation to your child's learning and organise meeting times with your child's classroom teacher if required. Further information regarding Concord's Home-School Communication Plan can be found under School Documentation on Compass.

If you are emailing your class teacher through Compass please add the Team Leaders using 'Add Recipient' in case the class teacher is absent.

### **Face to Face meetings**

You may also make an appointment with staff including your child's teacher or Team Leader by phoning the school or communicating via email. All staff email addresses can be located on Compass or the school website.

### **Newsletter**

The online newsletter, *Concord Connect* is published fortnightly on a Thursday or Friday. A Compass Newsfeed is published to all families and a post with the direct link is made on the official Facebook Concord page. The newsletter can also be accessed through 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.

## **WHOLE SCHOOL ASSEMBLY**

A whole school assembly is generally held during the last week of each term, with the possible exception of Literacy and Numeracy Week and Education Week. Parent/carers are notified of this event through the newsletter and Compass.

## **SECTION 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.

## **COMMUNICATING AND REPORTING TO PARENTS/CARERS**

Throughout the year there are a series of Student Support Group Meetings with parents and carers.

The first SSG meeting, which is a Meet the Teacher Evening, occurs on Monday 13<sup>th</sup> February. When classroom teachers have been able to get to know their students and complete relevant assessments to create draft learning goals, the second SSG will occur on Tuesday 21<sup>st</sup> March. This provides an opportunity for parents/carers and classroom teachers to discuss and determine the IEP goals. This is a collaborative process that starts with teachers using evidence. Primary students in their first year of school: The Individual Education 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.

The third SSG will occur on Tuesday 1<sup>st</sup> August which will be a Variation to School Day. Students are not required at school except to attend the SSG. The purpose of this SSG is to discuss student progress and achievement of the Semester 1 goals, as well as discussing and determining goals for the Semester 2 IEP. This SSG will be 30 minutes in length.

The final SSG is on Tuesday 28<sup>th</sup> November. Student progress throughout the year is discussed.

## **ASSESSMENT**

In both Literacy and Numeracy, assessment is carried out at the beginning of each year and throughout the year by classroom teachers using DET endorsed assessments, anecdotal recording and teacher observations. This provides information for teachers to plan the teaching and learning program, establish student learning needs and supports individual goal development. It also provides evidence of student progression and allows teachers to reflect on the teaching and learning program.

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**

Support for home learning is available for all students in the areas of literacy and mathematics. Please contact your child's teacher if you would like support in this area.

## **SCHOOL CONTRIBUTION FEES**

The Concord School Council has set the 2023 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 textbooks, student stationery and the upkeep of the Concord School owned buses. A letter requesting payment of these fees will be sent out at the end of 2022 and will be posted home to all new families.

## **STATIONERY**

All stationery will be provided by Concord School. If students intentionally destroy school stationery or supplies parents may be asked to replace damaged items.

## **NETBOOK COMPUTERS/ iPADS**

All students in the Secondary School are provided with their own laptop computer to use throughout the course of the year. All primary students have access to laptops and iPads. There is a ratio of one electronic device per student in the Primary School. Students from all areas of the school have access to iPads for educational use. You and your



son/daughter are required to sign an Acceptable Use of Technology contract regarding correct usage and cyber safety rules. Technology is an important part of your child's educational experience at Concord School. In order to ensure ICT is accessed appropriately, there are 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.

## **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 First Aid Officer is employed to care for the health needs of our students. Most 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 First Aid officer at the Bundoora Campus and class teachers at the Watsonia Campus administer medication to students upon written advice from parents/carers (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. Please refer to the Medication Policy for specific information to the administration of analgesics (Panadol) at school.

## **EXCURSIONS**

Excursions occur right across the school over the school year. All information regarding excursions is communicated via Compass. Families are able to make payments and provide consent via Compass and this is our preferred process. However, for families who are unable to make online Compass payments we request that any money is 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 primary aged 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 provide consent and make payment via Compass 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.

Refer to the Mobile Phones policy for further information regarding phone use on excursions.

## **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. Classes generally attend camps as a year level. Camps may be paid in instalments and must be finalised before your child attends the camp. Further information regarding camps specific to your child's year level is provided in Term 1 at the Information evening.

## **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. Due to health and safety reasons students do not have access to microwaves or kettles to heat or cook their lunches.

With school and parental/carers permission, students in Year 12 only are permitted to leave the school grounds to visit Andrew Place on Grimshaw Street to purchase their lunch during the lunchtime break.

## **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** – Lunch orders are available from the Café at the Bundoora Campus. A Café Menu list is available on Compass. Orders can be placed online via Compass The Café will be open Monday - Upper Primary students, Tuesday - Secondary 9/10 students, Thursday - Secondary 11/12 students and Friday - Secondary 7/8 students.

**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 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 current school
- a visit by current school staff to Concord School
- transition sessions at Concord School to support the student becoming familiar with the school
- attendance by the student at the student orientation day

## **TRANSITION OF STUDENTS BETWEEN SECTIONS**

Time is allocated for students to spend time in their new section. 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.

## **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 held in December and concludes with a supper for the graduates and their guests.

### **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. Students do not return to school following their graduation.

## **PROGRAM FOR STUDENTS WITH DISABILITIES (PSD) REVIEWS**

Upper Primary student's 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.

## **NDIS**

The National Disability Insurance Scheme is designed to help people under 65 years with a disability to receive the care and supports they require. Families can access information through the NDIS website ([www.ndis.gov.au](http://www.ndis.gov.au)). We provide support with navigating the NDIS process through our Student Welfare Coordinator and hosting weekly meetings with NDIS personnel at Concord School.

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

Class Leaders are nominated and elected by their classmates. Students from the Upper Primary and Secondary School are elected to be members of the SRC. The SRC is coordinated by the Assistant Principal and meets monthly. A member of the School Council may also attend. Students can nominate themselves and each other to be members of the SRC. Elections for both class captains and SRC occur early in Term 1 of each year. Late in Term 4 the following year's School Captains are nominated and voted for by Year 11 students.

## **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 SUPPORT**

Centrelink Greensborough offer an advisory service to parents once a term. The dates are advertised in our school newsletter. This service provides assistance with the preparation of paperwork and addresses any questions or concerns you may have.

### **POLICIES**

At Concord School we have developed comprehensive policies in consultation with School Council and the community. They can be found on our website (Our School/School Documents) or through the following link [School Documents](#)