



Concord School Parent Information Booklet 2026

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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

SCHOOL VALUES AND SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS) EXPECTATIONS

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

School Values	SWPBS Expectations
Belong Connect Grow	Responsible Safe Respectful Learner

School Values and Expectations are explicitly taught at the beginning of each school year through our Start Up Program, in weekly SWPBS sessions and reinforced throughout the year as part of our Social Competency Programs. We expect all members of our school community to model and practise these values in their daily 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
Website : www.concordsch.vic.edu.au
Facebook Page: www.facebook.com/concordschoolvictoria

Please view the website for current detailed school information

TERM DATES FOR 2026

Term 1	27 th January – 2 nd April *Students commence Friday 30th January
Term 2	20 th April – 26 th June
Term 3	13 th July – 18 th September
Term 4	5 th October – 18 th December

CAMPUS TIMES

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

WATSONIA CAMPUS	
1 st session:	9am – 10.15am
Eating time	10.15am – 10.30am
RECESS	10.30am – 10.45am
2 nd session	10.45am – 11.30am
3 rd session	11.30am – 12.15pm
Eating Time	12.15pm – 12.30pm
LUNCH	12.30pm – 1.15pm
4 th session	1.15pm – 2.00pm
5 th 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 via Watsonia Primary School rather than dropping students off unsupervised. Similarly, the yard duty teachers will supervise children at the main exit points until 3.15pm. Outside School Hours 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 with Watsonia Primary School.

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 arrivals.

PARENT DROP OFF AND PICK UP AT THE BUNDOORA CAMPUS

There is limited parking available at the Bundoora Campus.

To help ease congestion, **morning drop-off** is available via the front driveway between **8:30–8:40am**. Please note that the **8:40am cut-off is strict**, as buses begin arriving immediately after this time. We encourage families to drive to the main gate and drop students off, where staff will be ready to assist and supervise.

In the afternoon, a **pick-up option** is available **after the buses have departed at 3:10pm**. If you would like your child to use this option, please inform their teacher so your child can be escorted to the front gate and supervised until you arrive in the driveway.

We strongly encourage families to make use of these processes to support a safe and efficient arrival and departure each day.

STUDENT LATE ARRIVAL OR EARLY DEPARTURES

Students are not permitted to leave the school during school hours unless accompanied by an adult. Parents and carers are welcome to collect their child at any time.

If your child normally travels to or from school on the school bus, you **must** notify the Bundoora Campus main office if they will not be using the bus on a particular day. Office staff will then update the bus roll to reflect this change.

Late Arrivals

Students arriving at the Bundoora Campus after 9:00am must report to the office to sign in using the Compass tablet and take the printed slip to their teacher. At the Watsonia Campus, all students arriving late must report to the office to

be signed in through Compass. This process ensures we have an accurate record of every child's attendance. All parents/carers will receive an SMS if their child has not arrived by 9:10am.

Early Leavers

At both campuses, when a parent or carer collects a child before the end of the school day, they must go to the office, where the student will be called to meet them. Students must then be signed out using the Compass tablet. All carers are required to present identification when collecting a student.

If your child is attending **respite care**, please ensure 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 be aware of the dates, times, and transport arrangements for your child's respite care.













































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 School staff.

SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS)

School-wide Positive Behaviour Support (SWPBS) is a globally recognised, evidence-based framework designed to help schools build safe, positive and inclusive learning environments where all students can succeed.

At Concord School, our SWPBS expectations – *Responsible, Safe, Respectful* and *Learner* – are embedded across all aspects of school life. These expectations are explicitly taught, practised and reinforced throughout the school year to support consistent behaviour and a positive school culture.

Behaviour Matrix	All Areas/Always	Classroom	Outside	Community
Responsible  I am RESPONSIBLE when I...	<ul style="list-style-type: none"> follow directions from staff  hand over my personal device (phone, iPad)  help others  	<ul style="list-style-type: none"> follow classroom routines and schedules  put away my learning materials  	<ul style="list-style-type: none"> follow the rules of the game  take care of the yard and equipment  return to class/line up when the music plays  	<ul style="list-style-type: none"> follow the rules of venues and public spaces  represent my school positively 
Safe  I am SAFE when I...	<ul style="list-style-type: none"> keep my hands, feet and body to myself  follow the rules  tell a trusted adult when I see or hear something that makes me sad, scared or worried  	<ul style="list-style-type: none"> stay in the learning area  sit and move safely  	<ul style="list-style-type: none"> stay in my designated yard space  use play equipment appropriately  play safely with others  	<ul style="list-style-type: none"> stay with the group  travel safely and use crossings appropriately 
Respectful  I am RESPECTFUL when I...	<ul style="list-style-type: none"> look after school property and the environment  give others personal space  use kind and appropriate language  	<ul style="list-style-type: none"> share resources and space  use whole body learning  allow others to learn  	<ul style="list-style-type: none"> play fairly and take turns  share play equipment  include others  	<ul style="list-style-type: none"> acknowledge others' cultures, privacy and differences 
Learner  I am a LEARNER when I...	<ul style="list-style-type: none"> use strategies to help me be ready to learn  am persistent  ask for help  have a go and try my best  	<ul style="list-style-type: none"> share my ideas  participate in learning activities  	<ul style="list-style-type: none"> try new games and activities  try to communicate my message appropriately  	<ul style="list-style-type: none"> participate in excursions and activities  learn from different people and places 

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 the Department of Education 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 may be eligible to access the Department of Education Bus Service, which provides free transport to and from school for students who live more than 4.8km from the school. Eligible families are allocated a designated pickup point on the appropriate bus route.

Students who live fewer than 4.8km from the school may still be able to use the service if seating is available. This permission is reviewed and granted on a term-by-term basis. Pickup points are set to minimise travel time for all students, so individual requests cannot be accommodated.

In some cases, students who privately travel to meet a bus stop may be eligible for a conveyance allowance if they travel 4.8km or more to the closest stop.

Students are allocated one type of transport assistance. For example, if your child uses the school bus, they are allocated one seat on one bus, meaning they will travel on the same bus in both the morning and afternoon.

BUS TRANSPORT

Concord School has eight buses that transport students who live within the Designated Transport Area (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	Mobile Phone
Dysons	Bundoora Depot 121 McKimmies Road Bundoora	Phone: 9463 3999	Nicole Agianoglou Ph: 9467 3972 Press 1	Lalor	0425 806 353
				Whittlesea	0401 697 421
				Lower Plenty	0425 806 351
				Epping	0425 716 354
				Reservoir	0425 806 350
				Doreen	0408 998 125
				Heidelberg	0425 806 359
				Mill Park Lakes	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 child 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 and carers must notify the school if their child will be absent. You can record absences and reasons directly in Compass, or contact the school by phone or email. If the school has not been informed prior to the absence, a written note explaining the reason must be provided when your child returns.

The Department of Education conducts a state-wide enrolment audit each year, so it is essential that all student absences are accurately recorded.

EMERGENCY DETAILS

Please ensure you notify the school office immediately if any of your child's emergency details change. This includes home, work, or mobile phone numbers; contact details for at least two emergency contacts; changes of address; updates to custody orders; or any changes to medical information.

VISITING THE SCHOOL

Bundoora Campus

Parking at the Bundoora Campus is limited. Cars cannot enter the front driveway between 8:45–9:10am and 2:45–3:10pm due to bus movements. Outside these times, parking is permitted along the left-hand kerb.

Please remember to report to the general office to sign in on Compass and collect a Visitor's Badge.

Watsonia Campus

When visiting the Watsonia Campus, please park in Meagher Street or nearby streets, as there is no parking available within the school grounds. It is important to observe all parking signs and avoid parking opposite the school driveways. Your cooperation will help ensure smooth traffic flow at the front of the school, particularly during school bus drop-off and pick-up times.

Upon arrival, please report to the General Office to sign the Visitor's Book and collect a Visitor's Badge.

OUTSIDE SCHOOL HOURS CARE

Outside School Hours Care operates out of our Watsonia Campus. Outside School Hours 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 by appointment only. Please contact the office to book an 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. For financial hardship, please contact the school so we can assist you with the provision of appropriate school clothing. Our school has a Sun Protection Policy. All Primary School students are required to wear a school hat when outdoors during Term 1 and 4. 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 Department of Education requires schools to hold four 'Pupil Free Days' and one Professional Practice Day for curriculum development and reporting. Students do NOT attend school on these days.

The dates approved by Concord School Council for curriculum days in 2026 are:	SSG Dates – Further information on page 8-9
<ul style="list-style-type: none">– 27th January– 28th January (Professional Practice Day)– 10th March– 13th July– 2nd November	SSG Variation Days: <i>These are Variation Days where students attend only for their scheduled SSG appointment.</i> <ul style="list-style-type: none">• 29th January• 24th June• 15th September Afternoon SSG Session: <ul style="list-style-type: none">• 24th November – Normal school day; SSG meetings held after school.

COMMUNICATION WITH FAMILIES

Compass

Compass is Concord School's online communication tool. Upon enrolment, parents and carers receive login details for their personal parent portal. This platform provides timely and important information about our school, so it is essential that you log in regularly.

Through the parent portal, you can:











- Access the school event calendar
- View your child's attendance record and submit absence notifications
- Email teachers directly
- Update your contact details

Compass also allows parents/carers to make payments and provide consent for excursions, incursions, and other events throughout the year. Camp information will be available early in Term One, giving families plenty of time to plan and budget.

To log in, visit <https://concordsch-vic.compass.education/> via any web browser (Internet Explorer, Firefox, Chrome, Safari) or download the **Compass School Manager** app for iOS or Android. A direct 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.

 Home-School Communication Plan <i>Keeping in Touch at Concord School</i>		
 Whole Class Updates	Each week, your child's teacher will post on the Compass Class Feed with a quick update. Please ensure you check Compass regularly for any important updates or information.	
 Individual Student Updates	At least once a term, every student will receive personalised feedback from their teacher—either by phone or email.	
 Other Ways We Share News	Families will hear from us as needed, such as about school activities, lost uniform items, meeting requests, or important changes. Specialist teachers will provide updates in their subject areas as needed and in their termly newsletter. You can also find regular news, photos, and highlights on the Concord School Facebook page.	
 Response Times	We aim to reply to general questions within 2–3 working days, and urgent matters within 24 hours where possible.	
 Compass Communication at Concord School	All-in-One Platform We use Compass for all school communication.	Contacting Teachers <ul style="list-style-type: none"> To email your child's teacher → click  Send Email to Child's Teachers in Compass. To include other teachers or school leaders, select their names before sending →  Add Recipients
	Need Help with Compass? Check the Parent Guide to Compass for step-by-step instructions. Or contact the school office at:  concord.sch@education.vic.gov.au  9467 3972	For Urgent Matters <ul style="list-style-type: none"> Watsonia Campus: 9432 7978 Bundoora Campus: 9467 3972

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.

Newsletter

The online newsletter, *Concord Connect* is published three times per term on a Wednesday. A Compass Newsfeed is published to all families with the direct link. The newsletter can also be accessed through the school website and official Concord School Facebook page.

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.

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.

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 Team SSG, occurs on Thursday 29th January. Classroom teachers will then use this information as well as complete relevant assessments to develop learning goals which are presented in the Individual Education Plan. This is a collaborative process that starts with teachers using evidence to develop learning goals. 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 second SSG will occur on Wednesday 24th June and third on Tuesday 15th September which are Variation to School Days. Students are not required at school except to attend the SSG. The purpose of these SSGs are to discuss student progress and achievement of the Semester 1 goals and determining goals and following progress for the Semester 2 IEP. These SSGs are 30 minutes in length.

The fourth SSG is occurring on Tuesday 24th November. The focus of this SSG is to discuss student progress and considerations for the following year.

Throughout the year, a series of Student Support Group (SSG) meetings are held with parents and carers to support student learning and progress.

- **Term 1 SSG – Meet the Team**

Date: Thursday, 29th January

This initial meeting provides an opportunity to meet your child's classroom team. Teachers will use the information shared, along with relevant assessments, to develop learning goals for the Individual Education Plan (IEP). This is a collaborative process based on evidence. For students in their first year of school, the IEP will be developed gradually, and parents will be kept fully informed throughout the process and timeline.

- **Term 2 SSG**

Date: Wednesday, 24 June

- **Term 3 SSG**

Date: Tuesday, 15 September

These meetings occur on Variation to School Days. Students are not required to attend school except for their scheduled SSG. Each meeting runs for 30 minutes and focuses on reviewing progress against Semester 1 goals, setting new goals, and planning and progress for Semester 2.

- **Term 4 SSG**

Date: Tuesday, 24 November

This final meeting reviews student progress and discusses considerations for the following year.

Your involvement in these meetings is vital to ensure a collaborative approach to your child's learning journey.

ASSESSMENT

At the beginning of each year, and continuously throughout the year, classroom teachers conduct assessments in Literacy and Numeracy using Department-endorsed tools, anecdotal records, and teacher observations. These assessments provide valuable information to:

- Plan effective teaching and learning programs
- Identify individual student learning needs
- Support the development of personalised learning goals

They also serve as evidence of student progress and allow teachers to reflect on and refine their teaching practices.

Assessment in Secondary (Years 11–12)

In Years 11 and 12, all programs use evidence-based assessment aligned with the principles of applied learning. Students are required to demonstrate competency by compiling a portfolio of work across 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 2026 school contribution fees at:

Primary Students – \$200.00

Secondary Students – \$300.00

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 2025 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

Class sets of laptops and iPads are available for student use throughout the school. To ensure safe and responsible use of technology, both parents/carers and students are required to sign an **Acceptable Use of Technology Agreement**, which outlines correct usage and cyber safety expectations.

Technology plays an important role in your child's learning experience at Concord School. To maintain appropriate access to ICT, we have clear guidelines in place. Please note that if these guidelines are not followed, certain privileges may be temporarily suspended. Should this occur, you will be contacted directly.

PERSONAL BELONGINGS AT SCHOOL

Students in the Primary School are provided with bag hooks to store their school bags and personal belongings during the day. Secondary School students are allocated a locker for secure storage of their items.

We strongly encourage students not to bring valuables or expensive items to school, as the school **does not** accept responsibility for these items. Mobile phones and portable electronic music devices (such as iPods or MP3 players) may be brought to school, but this is at the student's own risk.

LOST PROPERTY

All students' clothing and personal belongings must be clearly labelled with their name. If an item is lost, please contact your child's classroom teacher or the administration staff at the General Office for assistance.

FIRST AID/ILLNESS

Each campus has a nominated First Aid Officer, and most staff at Concord School are trained in first aid. If your child becomes unwell or sustains an injury, first aid will be administered promptly. You will be contacted if your child requires further medical attention or needs to be collected from school.

Please note that certain illnesses require students to remain at home. Children who are unwell should be kept at home to rest and to prevent the spread of infection to others.

MEDICATION

At Concord School, medication is administered by the First Aid Officer at the Bundoora Campus and by classroom teachers at the Watsonia Campus, based on **written instructions from treating practitioners** (including dosage details). Students must **not** carry medication at school (except asthma puffers) without prior consultation with the Principal or Assistant Principal. Students are also not permitted to self-administer medication.

For further information please refer to our [Administration of Medication Policy](#).

EXCURSIONS

Excursions take place across the school throughout the year, and all details are communicated via **Compass**. Families can make payments and provide consent through Compass, which is our preferred method.

For families unable to make online payments, please send money in a **sealed envelope** clearly labelled with:

- Your child's name
- Class
- Reason for payment
- Amount enclosed

Please ensure correct payment is provided by the due date. If you are unable to meet the deadline, contact your child's classroom teacher to make alternative arrangements.

All primary-aged students will be provided with identification documentation, which they must wear or carry during excursions.

EXCURSIONS – SECONDARY 11/12

Excursions are conducted on a weekly basis in the VPC/Secondary 11-12 section. Please provide consent and make payment via Compass as soon as possible to assist teachers in excursion organisation. All students must carry a wallet, proof of concession (DSP card, VPT Student Concession card etc.) and a Myki Card. Families are asked to provide their child with a Myki card for use during excursions.

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 vary in their duration. Classes generally attend camps as a year level or section. 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.

HEALTHY FOOD/LUNCHES

To support student health and optimal learning, we ask families to limit high-fat, high-salt, and sugary foods or drinks in lunchboxes. Instead, we encourage healthy options such as:

- Sandwiches or rolls
- Fresh fruit
- Yoghurt
- Popcorn
- Other nutritious choices

Fresh water is always available for students, and **soft drinks are not permitted** at Concord School. Students are supervised while eating and, for safety and environmental reasons, food and drinks are not allowed in the yard. Drinking taps are available during break times.

Please note: students do not have access to microwaves or kettles to heat or cook lunches.

With school and parental/carer permission, **Year 12 students only** may leave the school grounds during lunch to visit Andrew Place on Grimshaw Street to purchase food.

ANAPHYLAXIS

Concord School does not ban specific foods (such as nuts), as this is not considered a practical or recommended strategy by the Royal Children's Hospital. However, at the start of each year, families will receive a notice outlining any anaphylactic risks in your child's classroom. We ask parents and carers to take these triggers into consideration when packing lunches.

To help keep all students safe, the school has a strict rule that:

- Students do not share food with others
- Students only eat food provided from home

Regular classroom education reinforces these rules to ensure student understanding of this.

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 - Secondary 11/12 students

Tuesday - Secondary 9/10 students

Thursday - Upper Primary students

Friday - Secondary 7/8 students

Watsonia Campus - The Watsonia Campus has the Bundoora campus Café Treat Trolley visit every Thursday, where students can purchase a snack for \$1.

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 and an outline of the educational programs on offer
- prospective families are invited to attend a comprehensive enrolment meeting which includes introductions to key people and complete 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.

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 student 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 during the event. Students do not return to school following their graduation.

DISABILITY INCLUSION

The Department of Education's new funding model called Disability Inclusion (DI) is currently being rolled out and is replacing the Program for Students with Disabilities (PSD). This model will continue to support our school to make the adjustments our students need to help with their participation, engagement and learning at school.

The DI Profile will help our school and families identify the strengths, needs and educational adjustments we can make to help students with disability.

The profile will be completed with the support of key people who understand the student's education and support needs. An independent facilitator will help us work through the profile with families. Profile meetings will generally occur every 2-5 years.

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). We provide support with navigating the NDIS process through our NDIS Navigator and Student Welfare Coordinator. Please contact the school directly if you would like to make an appointment to meet with our NDIS Navigator.

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. 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

While we are committed to providing a safe and supportive learning environment, serious incidents may occasionally occur. If your child is involved in an incident such as property damage, theft, an accident, harming another person, or being harmed themselves, an incident report will be completed and you will be contacted by the Team Leader, Assistant Principal, or Principal.

If your child engages in threatening or harmful behaviour toward another student, they may be removed from their learning area for a specified period. You will be informed if this occurs. Additionally, if your child is involved in any situation that impacts their physical or emotional safety, we will notify you promptly.

If you have any concerns about your child's behaviour or safety at school, we encourage you to contact us at any time.

HEAD LICE

Children with head lice must remain at home until treatment has been completed. If head lice are detected at school, you will be contacted and asked to collect your child immediately.

To help minimise the spread of head lice, we ask parents and carers to:

- Check your child's hair regularly, not just after receiving a notification
- Treat hair promptly if eggs or lice are present
- Notify your child's teacher if you find eggs or lice

Working together is the best way to keep head lice under control. Thank you for your cooperation in this matter.

TOILETING, MENSTRUAL CARE AND PERSONAL HYGIENE

We encourage students who may experience toileting accidents to keep a spare set of underwear and clothing in their bag or locker. Female students are also encouraged to bring a change of clothes, underwear, and sanitary items during menstruation.

Students should come to school wearing clean clothing and are asked to use deodorant before dressing in the morning. Your support in maintaining high standards of personal hygiene is greatly appreciated.

Adolescence is a time of significant physical change, and we all play an important role in helping students manage their personal care during this stage of development.

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.

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](#)