Dear Parents

It with great pleasure that I welcome you to this great learning community that is Buln Buln Primary School.

We successfully meet our aim of developing everyone to their full potential through the dedication of the whole school community. We thrive on the commitment of our students, parents, School Council, Parent Club and staff. There is a distinct culture of support and friendliness, coupled with high expectations that every child will learn and succeed.

The learning environment is attractive and reflective of the technological world in which our children are growing up. The students access a wide variety of programs which ensure that they develop a broad range of important life skills and a global perspective. We are wholly committed to ensuring each child has the best possible start to their education and leaves Buln Buln fully equipped to make the most of the opportunities that the world has to offer them.

Clear information and communication is vital to the success of each child. This information booklet has been compiled to assist with this.

Please do not hesitate to contact the school if you require any further information.

Yours faithfully

Drew Allison
Principal
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HISTORY

The township of Buln Buln was originally situated at what is now called Brandy Creek.

Prior to a permanent school building being erected the Education Department established the Buln Buln School in Bradley’s Hall. The school opened on 9 March 1878 under the Head Teacher Mrs Margaret T Skinner. The average attendance at the school during the first year was 19 pupils with 35 on the roll.

During the next few years, Head Teacher Skinner together with parents wrote a number of letters of complaint to the Education Department, regarding the poor conditions of the hall. It was positioned on a low flat next to Brandy Creek and was therefore cold and damp and initially without any form of heating. In response to these complaints the Department made many reports on the need for a Government built school in the village. However, the opening of the Gippsland Railway Line saw a population shift to the new townships of Drouin and Warragul. The Department adopted a ‘wait and see’ attitude.

In 1880 the Bank of Australasia offered the former bank building for use as a school; the premises could be had for 400 pounds or 40 pounds per annum, rental. The Education Department was not convinced that the cost of the building being offered was justified, in a village that was supposedly near empty.

In January 1884, parents threatened a total boycott of Bradley’s Hall, unless a new school was up by winter. Tenders were quickly called; the new wooden schoolroom was ready and occupied by August of that year. A three room attached residence followed a month later.

In August 1892 District Inspector Thomas Bothroyd visited the school and found the average attendance to be 20 pupils, he recommended the closure of the school. Bothroyd suggested that the township children could attend Drouin West School, whilst in the other direction, the newly opened Neerim Railway Line would allow those living to the east of the township to travel to the new Rokeby School. Despite objections, the school closed in December 1892. The Inspector had also recommended the relocation of the defunct school building to Rokeby. Parents resisted the move; many efforts were made to keep the building where it stood. However, on Saturday 8 April, 1893, a few nights before it was to be moved, the building was burnt to the ground.

In 1894 the Education Department leased a small but “comfortable” building in the Buln Buln Railway Station yard (the new township) from Mr R. Armstrong. The Buln Buln State School opened, on a part-time basis, in August of that year. By January 1895 the school population had risen to 42 and the school recommenced on a full-time basis, with Gilbert Smith as Head Teacher. It was soon clear that the rental accommodation was far too small.

In 1896 the Department purchased a one acre allotment, owned by Mr JF Levien, MLA, for 20 pounds, a further 70-odd pounds secured the old Trafalgar South School and residence; they were relocated and re-erected, ready for occupation in March 1897.

In 1908 the Education Department purchased five acres of land for a new school building. It is thought that some proceeds from the sale of the Agricultural Society Showgrounds together with donations were used for the purchase of some of the land. The tennis courts were also erected with local funds.
A contract was let in March 1909 for the erection of the present school building, comprising two classrooms and an office. While the new building was under construction the school was held in the Mechanics Institute Hall which was completed two years earlier.

In 1913 the old school building was relocated to the present school site. In its place a school residence was built; it was completed in March 1914. The former residence was sold in 1989.

The old school building was used for many years as a science room, sewing room and for storage purposes. In 1942 a working bee was arranged and the old school building was pulled down. Out of the timber they built a shelter shed.

In 1985, the School Council purchased a building from the Thomson River Dam construction site village (Rawson). This building is now the Multi-Purpose Arts Room.

During the 1989-91 the school received extensive maintenance to both the interior and exterior and local community support has provided a covered area linking the main building to two additional relocatable classrooms sited during this time.

During 1995 a Masterplan for managing future growth was developed and in 1996 major capital works saw a modern administrative and staff upgrade take place. A large portable was brought on site to accommodate the relocated class from the main building. Further growth saw a two room relocatable brought on site providing improved classrooms and spaces for library and music as well. In 1998 relocatables were moved to allow for the new toilet block to be completed in 1999. Later that year two further relocations allowed for a courtyard to be developed central to our school, providing extra sealed playspace.

From 2000 to the current day the school has completed its courtyard and seen the inclusion of a stage area for performances and play. Grounds were further enhanced by the construction of a shelter shed and rebound area and jumping pit. The school celebrated its 125th Anniversary and permanently marked the event with a courtyard of personalized pavers in 2003 together with further native plantings and gardens.

In 2005 2 new large double classrooms were brought in to replace individual portables and create a connected decked area providing much needed shelter.

Our playground has been expanded and a new shelter for class activity, passive play and enjoyment of new gardens also built in 2008.

In 2010 our new school building replaced most of the portables with a modern comfortable school well suited to learning in the 21st century. In 2011 a new multipurpose centre, hardcourts and upgraded gardens complemented the development.

We do however retain our landmark heritage building maintaining our strong connection with our past.
BULN BULN PRIMARY SCHOOL PROFILE

Buln Buln Primary School is situated in West Gippsland, and services a growing rural community consisting of families from farming, small business and professional vocations. First opened in 1878, the school has undergone significant changes and has continually developed both its facilities and teaching and learning programs in an effort to provide a quality education for all children. In 2014 the student enrolment will be 160.

At Buln Buln Primary School high quality learning is the focus of everything. Children are regarded as individuals and all programs aim to develop children to their full potential. The school is committed to the use of effective teaching strategies, the development of sequential P-6 programs in all learning areas, community involvement in a consultative decision making process, and the development of effective communication between school and community. Importantly the school enjoys enthusiastic School Council and Parent Club support.

The school is organized into eight classes (3 x P/1, 2 x 2/3, 2 x 4/5, Gr.6). The curriculum program is delivered with a mix of classroom and specialist teaching. Emphasis is placed on the development of literacy and numeracy skills at all grade levels. Specialists are provided for the Arts, LOTE – (Japanese) and P.E. Within classrooms, organisational structures range from individual to small group to whole class instruction. The library is relocated to the Great Learning Space, bringing it to the heart of the school and maximising its use as a learning centre. The Australian Curriculum is followed at the school and is assessed against AusVels. We are continually upgrading resources for all curriculum areas and staff are encouraged to develop professional development plans to upgrade teaching skills and curriculum knowledge.

A broad co curriculum program exists to offer sport, gardening, competitions, swimming, Bike Ed, RE, Junior School Council and camp programs. The Arts program culminates with a concert or musical performed for the school community in which all children participate. Before and After School Care is provided for families requiring it for work, study or respite needs. The family atmosphere of our rural school provides an environment that is conducive to cross age tutoring activities. These activities are undertaken in areas such as shared reading, writing, technology and sporting teams on an occasional basis.

The school aims to develop an attractive, comfortable and safe learning environment. School Council is committed to an on-going preventative maintenance program to ensure that the school buildings and grounds are continually improved to meet demands. The main school building has historical significance and the school community has maintained the building's traditional integrity as a feature of the district.

Our School Strategic Plan is continuously reviewed and has a core focus on improving outcomes in literacy and numeracy.
DATES FOR THE 2014 SCHOOL YEAR

Term 1  Staff resume Tuesday 28th January
         Students resume Wednesday 29th January to Friday 4th April
         Preps start Thursday 30th January
         Labour Day Monday 10th March
         Good Friday 18th April Easter Monday 21st April
         ANZAC Day Friday 25th April
Term 2  Monday 22nd April to Friday 27th June
Term 3  Monday 14th July to Friday 19th September
Term 4  Monday 6th October to Friday 19th December
         Melbourne Cup Day Tuesday 3rd November

N.B. Preps do not attend Wednesdays until March.

CURRICULUM DAYS
Staff resume school a day prior to students for purposes of program planning and Professional Development. There are three further professional development days throughout the year for staff. These are student free days and notification of the dates will be given through the first newsletters of 2014.

HOURS
The school hours are as follows:

Start  9.00a.m.  Session One
       11.00a.m.  Recess
       11.30a.m.  Session Two
       1.30p.m.   Eat Lunch
       1.40p.m.   Lunch Recess
       2.30p.m.   Session Three
       3.30p.m.   Home Time

The teachers are responsible for the children's safety and welfare in the school grounds between the hours of 8.50am and 3.45pm. NO RESPONSIBILITY will be undertaken outside these times and co-operation and punctuality are important. Our Outside School Hours Care provides a very cost effective means for safely supervising children requiring early drop off or late collection.

CLASS GROUPINGS
Children are placed into class groupings to bring about the most successful combination for student success. Arrangements may be altered depending on numbers of students and curriculum implications.

ENTRY AGE
The earliest age of a child entering the school at prep grade is as follows:
For February entry a child must attain his/her 5th birthday by 30 April of that year. Should a parent wish to keep a child home until the age of 6 years, by law they may do so.
ABSENCES
A note from a parent is a requirement of the school following an absence by their child. A brief explanation of the absence must be signed and dated. Absence notes are provided for all families through the newsletter during the year.

JUNIOR SCHOOL COUNCIL
Elected representatives from each of the years 3, 4, 5 and 6 form a student think tank. The group provides a student perspective of school issues and has contributed significantly to fundraising for social service, purchasing resources and as well as organizing activities. The JSC also offers students opportunities in leadership and meeting procedures.

SCHOOL COUNCIL
The School Council is incorporated by an act of Parliament and consists of up to 14 members (with the power to co-opt.) as follows:

8 - members representing the parent body
3 - members representing staff
1 - member representing Parents' Club
1 - the Principal
1 - co-opted person.

The council exercises power as delegated by the incorporating Act and Ministry regulations. These are finance and control on the general development of educational facilities within the school.

Members for 2013 consist of:
- President
  Melissa Brown
- Vice-President
  Lisa Waller
- Secretary
  Karen Pierrehumbert
- Parents’ Club Representative
  Danielle Smethurst
- DECD representatives
  Rod Christensen, Gerardine Johnston, Lyn Weller
- Principal / Executive Officer
  Andrew Allison
- Parent representatives
  Meg Duncan, Tammy Myers, Nicole Guy, Rebecca Williams, Matthew Savage

CODE OF PRACTICE - SCHOOL COUNCIL
The Education Act and Regulations provide the framework for School Council operations. In addition School Council will establish appropriate local guiding principles and operational procedures.

The Council of Buln Buln Primary School acknowledges that it operates within the Education Act and Regulations.

School Council is responsible for:
• Establish the broad direction and vision of the school within the school's community
• Participate in the development and monitoring of the school strategic plan
• Develop, review and monitor the Student Engagement Policy and the School Dress Code
• Raise funds for school-related purposes
• Approve the annual budget and monitor expenditure
• Maintain the school’s grounds and facilities
• Enter into contracts (e.g. cleaning, construction work)
• Report annually to the school community and to DEECD
• Generally stimulate interest in the school in the wider community

School Councillors undertake to:
• Seek and represent the views of the school community and groups within that community.
• Fully communicate to the school community the School Council’s policies, programs, plans and actions.
• Ensure that they are accessible, approachable and responsive to the school community.
• Ensure that any concerns of individuals within the school community are raised and given due consideration within School Council.
• Be informed on issues that come before School Council.
• Operate on a consensus basis, while supporting a diversity of views.
• Keep any discussions regarding members of the school community strictly confidential within School Council.
• Declare any actual or perceived conflict of interest, as appropriate. Council will then determine the most appropriate response on a case by case basis.
• Make contact with families new to the school community.

PARENTS' CLUB
The Parents’ Club meets monthly during the school term. Dates and times are notified through the school newsletter. Parents’ Club works towards the betterment of the school in many areas, providing funds to further develop the school either with aids or building and grounds improvement. Other matters of concern are discussed and taken to School Council by the club representative.

Parents’ Club fosters a close relationship between the school, parents and the community.

We urge all parents to take an active part in the Club, for there is a social value as well as a financial advantage for the school. Yearly membership is $1. Pre-schoolers are welcome at meetings.

Officials for 2013 are:
- President        Sharon Caia
- Vice-President    Jan Doberer
- Secretary        Shared
- Treasurer        Danielle Smethurst
- Parents’ Club Representative to School Council Danielle Smethurst
- Purchasing Officer Kim Storey
- Uniform Officer   Tanya Holmes
SCHOOL STRATEGIC PLAN

Our continuous Improvement review in 2011 set directions for our School Strategic Plan for 2012-2015. Goals, targets and strategies have been developed for teachers to ensure each child reaches their potential. This can be downloaded from the school website.

Student Learning Goal – to improve student outcomes in all strands of mathematics.

Student Engagement and Wellbeing Goal – to improve students’ motivation to learn and learning confidence.

Student Pathways and Transitions Goal – to improve the learning growth of students as they move through their primary years.

CURRICULUM

The school’s curriculum is provided through the implementation of AusVels. AusVELS is the Foundation to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents.

AusVELS incorporates the Australian Curriculum F-10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning.

This approach links traditional subject areas such as English, Mathematics, Science, Humanities, Languages Other than English, the Arts, Health and Physical Education more closely to other important areas of learning such as physical, personal and social skills necessary for future learning and the workplace.

THE ARTS includes Dance, Drama, Media, Music and Visual Arts. Instrumental music, choir, musicals, concerts and recorder groups are also features.

Art Smocks - A set of art smocks is available in the art room. These will need to be laundered from time to time by each grade in rotation.

ENGLISH includes the study of texts and aspects of language – contextual understanding, linguistic features and strategies in reading, writing, speaking and listening. The love of books and appreciation of literature is encouraged and the skills of handwriting, spelling, grammar and punctuation are included through an integrated approach.

In the Prep to Year Four area the Early Years Literacy Program is being implemented, a feature of this being a two hour daily literacy block with related learning centre activities to reinforce the focus of the day. Professional development and ongoing support is readily available for Early Years teachers. A Reading Recovery or Bridges intervention program is in place for those children needing extra tuition for success in reading and writing.
Handwriting
In keeping with our THRASS approach to language development the following guide will help you reinforce correct letter formation as learnt at school.

![Handwriting Guide]

HEALTH AND PHYSICAL EDUCATION is a broad curriculum area including the topics of Movement and Physical Activity and Health Knowledge and Promotion. Physical education includes developing the skills of athletics, ball games and fitness.

The program will include:

**Bike Ed** - is offered to senior children in Grades 4, 5 & 6 during Term 3. Roadworthy bikes and helmets are required together with parent permission to practise and develop a team to enter the Baw Baw Bike Ed Challenge.

**Swimming** - all children have the opportunity to participate in a program during Term 4. The Program is conducted by qualified staff. Parent helpers are always needed - either in the water or at poolside.

**School Sports.** Our Rural School Sports day is held in term one between local rural schools. All grades participate and the emphasis is on involvement for all and leadership for our senior students. Uniform is worn to identify our school and hats are a must.

**LANGUAGES OTHER THAN ENGLISH.** Japanese is taught to all children from Grade Three to Grade Six. Students are exposed to the language (reading, writing, speaking and listening) and customs/traditions of a culture very different from our own. The language is also offered at all local secondary colleges offering students an ongoing opportunity to develop their skills.
**MATHEMATICS** is a core element of our school program and children are encouraged to understand their maths through concrete materials, problem solving, real life situations and risk taking. Each child will develop skills in space, number, measurement, chance and data, working mathematically and structure.

**SCIENCE** will aim to develop observation and recording skills through investigations of Biological Science, Chemical Science, Earth and Space Sciences and Physical Science. The program will include the skills, processes and procedures of design, measurement, data handling and interpretation and acting responsibly in the areas of Science Knowledge and Understanding and Science at Work.

**HUMANITIES** will develop an appreciation of children’s local and wider environments by studying History, Geography and Economics.

**TECHNOLOGY** curriculum encourages students to investigate, devise, produce and evaluate materials, information and systems. We learn how to apply scientific understandings to the world around us.

**ICT**
It is vital that students are exposed to common technology throughout school to equip them with the necessary skills and capabilities to enable them to fully function in the rapidly changing world in which they are growing. There is a strong emphasis on cyber safety and on how to use technology safely and responsibly.

**EXCURSIONS AND CAMPS**
Excursions are used to enrich the educational experiences of a child and are planned to enhance curriculum.
Grade Two students enjoy a sleepover whilst camps are organised for children in grades 3/4 and grades 5/6 ensuring that all children have the opportunity to participate in two camps during Primary School.
Completed permission/medical forms for all excursions and camps must be returned by the due date. Payments should be made to class teachers. These monies may then be accounted for and banked by the bursar. **Students are to wear school uniform on all excursions.**

**LIBRARY BOOKS**
Library books are available from three sources:
(a) from the MARC van, which arrives at the school on a fortnightly basis, up to 2 books per child.
(b) from any class library, these books being returned when read.
(c) from the school library, for a 2 week loan period, up to 2 books per child. Library Bags are compulsory for each student.

**MARC VAN**
This is a mobile library from our area which visits the school once every fortnight. Children may borrow up to two books for two weeks, to take home and read. Mr. Bucknell conducts literature based lessons which develop library skills and the appreciation of books.
SPECIAL NEEDS
A program to meet special needs of individuals is offered to assist students achieve their potential. This may be in a general or specific sense and is for under or overachieving students alike.

RELIGIOUS EDUCATION
Religious Education is a program which complements our Personal and Social Learning programs drawing on the Christian Education Council’s approved course and conducted by qualified volunteers.
The non denominational program is offered to all students.

PERSONAL TREASURES
If your child has a valuable item they would like to bring to school to show, it is a good idea for parents to wait at the school until after it is shown, and then take it home again. The school cannot be responsible for lost property. Electronic games and devices are discouraged.

REPORTING & ASSESSMENT
Close consultation between parents and teachers is essential for improving learning outcomes for students.
Fortnightly comments are provided for literacy and numeracy, as well as termly comments for personal learning, via an online reporting system (an email address will be required for this purpose). This formative style of assessment allows for continuous monitoring of progress and communication between student, teacher and parent. Parents are encouraged to speak to teachers about each child's progress by making an appointment for a mutually agreeable time.

Electronic copies of the ‘dot points’, which is the formal DEECD summary of achievement and progress will be issued at the end of each semester. Parent / teacher interviews take place twice per year and the dates for these will be communicated through the newsletter at the beginning of term 1.

PUPIL WELFARE
All students are entitled to a learning environment which is safe and happy. We believe children develop personal skills and self discipline by modelling their behaviour on those they come into contact with.
In our school appropriate behaviour is acknowledged, modelled and taught through praise, rewards and privilege. Our Social Skills Program, You Can Do It, proactively encourages resilience and a positive approach to life and learning.

Recognition of Positive Behaviour
Encouragement will be given to children who are able to work and play in a way which creates a safe and happy environment in which everyone gains a feeling of success and self worth.
Encouragement may be given by: - verbal or written praise
- rewards
- granting of privileges
- acknowledgment at assembly.

Consequences for inappropriate behaviour.
By choosing inappropriate behaviour students can expect a consequence which generally apply as follows:
- a warning - discussion
- making good any damage or harm done  
- time out during which the appropriate behaviour is identified and written up.  
- discussion with parents and appropriate sanction.  
- ultimately suspension from school or expulsion

In the case of violent, dangerous or malicious behaviour parents will be contacted immediately.

**BULLYING**

Bullying is a repeated behaviour designed to intimidate or upset. Such behaviour is unacceptable and is treated seriously. Concerns should be reported to the class teacher.

**DRESS CODE**

All children are expected to wear our school uniform.

1. Broadbrimmed or Legonnaire style hats must be worn in Term 1 and 4 as required by our Sunsmart Policy.
2. Socks are to be worn at all times.
3. Thongs and sleeveless shirts or tops are not to be worn.
4. Jewellery can be dangerous at school and the wearing of jewellery or makeup is discouraged.
5. Hats are **not** to be worn at assembly, inside the school, or classroom.
6. All items are to be indelibly marked.

**SUNSMART POLICY**

Our Sunsmart Policy requires broadbrimmed or legionnaire hats to be worn during term 1 and 4 at all times outside including recesses and outdoor class activities such as Physical Education. **Shoulders are to be covered.**

**TRANSITION**

Transition between school settings and promotion between Grade levels requires special consideration for each child’s success.

*Kindergarten students* are planned for through the Prep Teacher’s involvement in a local area network. **School visits are planned for two Tuesdays late in Term Four, the first of which also offers a parent information session.**

*Students enrolling for the first time at other grade levels* are offered the opportunity to visit and participate in their class as an orientation to their full time enrolment. These students will be assessed and a parent teacher interview arranged in the first weeks of school to establish clear expectations.

The annual orientation day is the second Tuesday of December and the class structure for the following year is activated for a half day enabling the new classes to come together and interact as a group.

Our *Grade Six students* participate in transition programs at their Secondary College for orientation into secondary education. Information is shared between schools to support this process.

**FINANCE AND FUNDRAISING**

Grants are paid to School Council by the Government based primarily on enrolment. Unfortunately this amount will not pay for the total requisites for a year’s education.

Parents are asked to contribute in paying for their child's education by way of a levy and support for our varied activities.
LEVY
The School Council supplements the budget provided by the Department of Education and Training by way of a voluntary levy. This income assists the school to provide a high quality education. By keeping the levy to a minimum our high contribution rate is consistently approaching 100%. The support of all families is essential in keeping our policy fair and economical.

FUNDRAISING
The Parents’ Club runs a wide range of fundraisers to assist achieving our aims for high standard resources, books and equipment and the support of every family is essential. Monies should be sent to class in a clearly marked envelope.

EDUCATION MAINTENANCE ALLOWANCE
Families with pension or health care cards are entitled to an EMA payment. Half of this entitlement is paid directly to the school and half to the eligible family.
By negotiation the family’s credit may be held against excursions and activities. Remaining credit may be refunded to families at the end of the year.

UNIFORM
Our School Council has an approved official uniform developed by parents to foster pride and a sense of belonging among all children. The uniform of red and blue is neat, attractive, practical and economical.
Primary school children are very active and appropriate footwear is to be worn at all times.

Uniform Items
Polo shirt
Hoodie
Zip up polar fleece jacket
Navy track pants
Navy shorts
A red and white check summer dress
A broadbrimmed hat is given to each Prep as a gift from our Parents’ Club.

WORKING BEES
Working bees are held on a regular basis and are organised by the School Council. We all benefit from family participation in the upkeep of our grounds and the pride that results as we seek to continually improve our environment. General maintenance working bees are usually held early each term.

MOWING OF LAWNS
Our school is fortunate to enjoy the support of volunteers to mow the lawns at the school. This support represents a significant saving and provides another opportunity to be involved. When mowing the lawns, there is a ride on mower, push mower and brushcutter in the Cleaners’ Store. Fuel and oil are supplied. Please check the oil.
The storeroom key is available from the office.

If there are any problems with the mower please notify the school so that it can quickly be fixed for the next user.
PARENT INVOLVEMENT
Parent involvement in class activities is always welcome. If you have time or skills you
would like to make available please contact your class teacher. Special requests may come
through the newsletter.
Various information evenings/in-services may be held throughout the year. These may be in
the form of self development which enables parents to further help their child/ren at home, or
training to help in the school programs. ie. "Parents, Readers and Writers Learning
Together", "Children, Parents & Mathematics", Bike Ed training, ‘Thinking Hats” etc.
Not all the same programs are offered each year, but those who partake have found them to
be not only of help, but a lot of fun. These sessions will be advertised in the newsletter.
Volunteers require a working with children check, must sign in and out at the office and wear
an identifying Visitor badge.

PHOTOS
Each year a photographer is engaged to take class, family, whole school and individual
photographs which parents may purchase.

LOST PROPERTY
Names are required on all personal property including lunch boxes and their lids and for all
drink bottles and cups. School clothing must be named. Items of lost property are held in a
box in the main building. Please ask children to check this area.
Unclaimed items are to be donated to worthwhile causes or sold as second hand items each
semester.

DAMAGE, LOSS & VANDALISM
Wear and tear as well as accidental damage to books and equipment, furniture and fittings is
paid for from Grants received from the Department of Education and Early Childhood
Development. Our School Council has a policy of claiming from parents the costs of
replacement for
1. lost or damaged books.
2. damage to school property that is not the result of accident.

To reduce vandalism in the school grounds, parents are requested not to allow their
children into the grounds out of school hours unsupervised.

LEAVING THE SCHOOL
Children are not permitted to leave the school during school hours. Written permission using
the sign in/sign out book stating dates and times must be provided if you wish your child to
leave the school for any reason.

ATTENDANCE / DISMISSAL
Our school day is a busy one. Arriving at 8.50am is ideal as it allows for children to put away
their bags, meet friends and be organized for a 9.00am start.
At 3.30pm the expectation is for a prompt, orderly exit from school. Children walking or
riding home are to leave promptly and go directly home.
Late arrivals or early departures must be signed for at the office.
Travellers are to wait at the circle seat for parents. After School Care children to go directly
to the Multi.
Please ensure your child knows what is expected of them.
The school should be notified if usual arrangements are varied.
SCHOOL CROSSING SAFETY

**Crossing**
The school crossing is located on Old Sale Road. Parents are requested not to park their cars within 20 metres either side of the crossing as this seriously impedes other drivers' vision and is against the law. A Supervisor has been appointed to control the crossing to ensure the safety of our children.

**Parking**
Parents are asked to exercise extreme caution. Parking space is limited and patience is vital to the safe collection of children. For the safety of all children I ask that the following procedures be observed.
1. Careful parking in the available areas.
2. Observe the Crossing Supervisor’s instructions.
3. Keeping well clear of the crossing if not intending to use it.
4. Stop, Look, Listen, Think.

**Bicycles**
Some children ride bicycles to school. Parents are reminded of the law that all children who ride bicycles must wear approved Safety Helmets. No responsibility is taken by the school for the safety or security of bicycles brought to school although a shelter is provided. Bicycles are not allowed to be ridden in the school grounds and must be walked across the school crossing.

The school strongly discourages children under the age of nine years riding their bikes to school. Children of this age do not have the peripheral (sideways) vision or the ability to judge the speed of oncoming vehicles.

**Buses**
Bus services operate from Buln Buln to Secondary Colleges in Warragul and Neerim South. Parents should contact Warragul Bus Lines to determine if access to Buln Buln Primary School is possible.

**Conveyance Allowance**
Living at least 4.8km away by direct practical route from their nearest school entitles parents to a conveyance allowance. Application forms may be obtained from the office in the new school year. One application only is needed provided the address remains the same. Payments are sent home half-yearly.

**Contact Details** - It is most important that parents inform the school as soon as possible if there is any change to emergency contact numbers, relevant family details or medical conditions.

**Dental Clinic**
The School Dental Clinic operates at the West Gippsland Health Care Group, 31-35 Gladstone St, Warragul. Families are encouraged to contact the service direct by phoning 51279189 and asking for an appointment for the Warragul Clinic.

**Immunization**
Evidence of completed immunization must be produced for admission to school.
INFECTIOUS DISEASES - Please see update at the back of this book.

LUNCHES
Lunches are eaten under supervision from 1.00-1.10pm, when the children are then free to play in the yard. Lunch orders are available once a week. An envelope, clearly marked with name, grade, order and correct money enclosed, is placed in the lunch order box in each class for collection. The use of the bins for litter is actively encouraged.

NEWSLETTERS
The newsletter is emailed home every Tuesday, to inform parents of coming events and report on activities at school. Parents are asked to nominate an email address for this to be delivere to. As many additional addresses can be added per family as wished. As far as possible, notices home will be restricted to Tuesdays. Newsletters are added to our website each week.

BOOKCLUB / BOOKFAIR
The book club is run by the school through Scholastic Books. We receive books for our library as commission for sales. Bookclub is a means of buying reasonably priced books for your children. Monthly book club means children can order books - Arrow, Lucky and Star on a regular basis. Book Fairs are also organized each year and are a great way to stock up for reading or gifts and at the same time support our school’s resources through the commission received.

BANK DAYS
Monies to be paid to the school should be sent to class teachers in an envelope clearly marked with the child's name, the activity or purpose and the amount enclosed. Student banking through the Bendigo Community Bank is conducted each week. We encourage this activity as a savings plan for children or for high cost items such as camps.

OUTSIDE SCHOOL HOURS CARE PROGRAM
Each weekday from 3.30 to 6p.m. our school offers an After School Care Program. This is a supervised program of fun activities including art, craft, puzzles, games and cooking. An afternoon snack is provided. Before School Care is also provided but booking is essential. Enrolments may be made through the office for regular or occasional use accommodating children of all grades. Information and registration forms are available from the office.

POLICIES
A handbook containing all school policies has been produced and is available for loan from the office.

HEADLICE
Headlice can be an issue. They spread quickly and require prompt treatment. Children with headlice are excluded from school until treated. Prompt notification and alerts through the newsletter are key elements in keeping the headlice pest at bay.

PRIVACY
The privacy of student and parent information is important. Our policy is to only share such details with consent in accordance with statewide guidelines.
WORKING WITH CHILDREN CHECK
In accordance with Statewide guidelines our School Policy requires that parents who will be volunteering to work with children will require a Working With Children Check to be completed. Please visit www.justice.vic.gov.au/workingwithchildren to apply. The check is valid for five years and transferable between volunteer organizations and is issued free of charge.

ACTIVE AFTER SCHOOL COMMUNITIES
For seven weeks each term two after school activities are offered to all children. Federally funded, the program aims to get children active, have fun and develop skills. These activities are promoted through our newsletter.

WEBSITE
The school website www.bulnbulnps.vic.edu.au provides a public space for information, latest news and student work. All are welcome to visit at any time to help keep up to date.
## Minimum Period of Exclusion from Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children’s services 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/Code</th>
<th>Exclude until</th>
<th>Exclude of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrodermatitis Enteropathica</td>
<td>Diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Coma/loss of consciousness</td>
<td>Diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Children who have had any type of surgery in the last 24 hours</td>
<td>Diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Common cold</td>
<td>Diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (child under 5 years)</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Eruptive fever</td>
<td>Until discharge from hospital</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Eruptive fever (child under 5 years)</td>
<td>Until discharged from hospital</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Lobar pneumonia</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
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<tr>
<td>Rabies</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
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<tr>
<td>Scarlet fever</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
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<tr>
<td>Typhoid fever</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Water fluoridation programme (WFP)</td>
<td>Diarrhoea has ceased or until medical certificate or recovery is produced</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Exclusion of cases and contacts is NOT required for: Cytomegalovirus Infection, Hepatitis B, Hepatitis C, Herpes Zoster, Measles, Rubella, Scarlet fever, Typhoid fever, Whooping cough, Water fluoridation programme (WFP).