Kananook Primary School
5418
Phone 9786 6066
Website www.kps.vic.edu.au

Information for Families Booklet
School Administration Details

SCHOOL NAME: Kananook Primary School  
No. 5418

ADDRESS: 22 Wells Road  
Seaford, Victoria 3198

TELEPHONE: 9786 6066 (Administration)  
9786 0459 (Kananook Out Of School Hours) KOOSH

FAX: 9786 9806

EMAIL: kananook.ps@edumail.vic.gov.au

WEBSITE: www.kps.vic.edu.au

OFFICE HOURS: 8:30am – 4:30pm

School Contacts

PRINCIPAL: Michael Block

ASSISTANT PRIN: Stuart Gilchrist

SCHOOL COUNCIL PRESIDENT: Jenny McCulloch

OFFICE ADMINISTRATOR: Anne Brooks

Term Dates

Term Dates are published on the school website:

Please be advised that specific times and dates will apply to prep children in Term 1. For full details please visit the website www.kps.vic.edu.au
CONTENTS

Principal’s Welcome
School Profile 4

General Information:
Admission 7
School Hours 7
Punctuality - Late Passes 7
Kananook Out Of School Hours Care (KOOSH) 7
Curriculum Days/Student Free Days 8
Attendance – ‘It’s Not Okay to be Away’ 8
Early Pick Up Procedures 8
Transfers 8
Art Smocks 8
Booklists 8
Lunches 9
Fruit Time 9
Healthy Eating at School Policy 9
Personal Items Brought to School 10
Mobile Phones 10
Working Bees 10
Parental Participation 10

Organisational Structure:
Staff 11
Strategic Plan 11
Annual Implementation Plan 11
School Council 11
Parents Club (PTF) 12

Student Engagement and Wellbeing:
Promoting Healthy, Safe and Respectful Schools 12
Statement of Values 12
Responsibilities 13
School Rules 15
Classroom Rules 15
Restorative Justice 15
Anti-Bullying Policy 16
Dress Code 17

Health & Safety:
Security 20
Supervision of children at school 20
Working With Children Certificate 20
Pick up after school 20
Before & After School Care (KOOSH Club) 20
School bus guidelines 21

Bicycles 21
Head Lice 21
Illnesses 22
Asthma Management 22
Anaphylaxis Management 22
Emergency contacts 22
Sunsmart 23
Rainy Days 23
Kananook Students in the Media 23

Curriculum:
Homework 23
Educational Programs 24
Victorian Essential Learning Standards (VELS) 25

Communication:
Reporting to Parents 25
Parent Teacher Interviews 26
Assemblies 26
School Newsletter 26
School Website 27
Mirrabooka Magazine 27
Information for Families 27
Curriculum & Support Policies & Programs 27
Welcome to Kananook Primary School

This booklet is designed to help you become familiar with the school and provide information about our activities and programs. We encourage all our parents to become active participants in their child’s learning by being knowledgeable about the school environment and all it has to offer. School is a major part of your child’s life and we are excited about ensuring the journey at Kananook is successful and happy for everyone concerned.

SCHOOL PROFILE

Kananook Primary School opened in 1958 in a well established area in the suburb of Seaford. Kananook is set on spacious grounds in a residential and light industrial area between Kananook Creek and the Frankston Freeway. It is bordered by Wells Road, Buna Avenue, Boonong Avenue and Lyster Close. The Kananook Preschool is located adjacent to the Kananook Primary School and beneficial links exist between the two schools.

Kananook Primary School aims to prepare students to contend with a very dynamic 21st century in which creativity, cooperative work, connectedness to the world and adaptability are key features. At Kananook we are proud of our achievements in creating a warm, harmonious and caring learning environment where students feel secure, happy and are highly motivated to learn. We aim to make the school a place where every child becomes strong and confident, having high self-esteem and high standards of academic achievement and social behaviour. At Kananook Primary School we promote “learning together”.

SCHOOL VISION

Our school’s vision is to foster excellence in learning and positive relationships which build the foundations for life success.

SCHOOL VALUES

Kananook Primary School has high expectations that the whole school community will work together according to the following agreed set of values:

**Excellence**

In the achievement of individual and team goals (Do your very best)

**Integrity**

Of individuals in their words, actions and relationships (Do the right thing)

**Responsibility**

For our words, actions and learning (Be in charge of yourself)

**Tolerance**

Of diversity and individual differences (Understand and accept that people are different)
STAFF
In addition to classroom teaching, Kananook Primary School students participate in Japanese, Music and Art classes each week. Classroom teachers organise Library and Physical Education lessons. The students also have access to a fully equipped Kid’s Kitchen and Environment Centre.

The staff also includes the Principal and the Assistant Principal (who also manages the Integration Program and Student Wellbeing). The non-teaching staff includes a Business Manager, Education Support staff, Bus Driver, Contract Cleaner and four out of school hours Childcare Workers.

GROUNDS AND FACILITIES
The school has excellent grounds and facilities which include:

- Five double-sized classrooms in the main building, all fully carpeted, heated and air conditioned with modern architectural design (NEWLY RENOVATED IN 2016)
- Three double-sized classrooms in Cooinda, our 21st Century BER Learning Centre
- Two dedicated Prep classrooms enclosed by an attractive fence with their own courtyard, playground (named the Crocodile Park), sandpit and play equipment
- Interactive whiteboards and desktop computers in all classrooms
- Mirrabooka Arts Wing containing well equipped Music, Art and Japanese rooms
- Large multi-purpose hall
- Library
- Environment Centre/ Kitchen Garden comprising of a vegetable patch, orchard, potting shed and undercover area for students to propagate plants, a wetlands area complete with a frog pond and an above ground water tank
- Kids’ Kitchen (which uses produce from the vegetable garden when available)
- Covered and lockable bike shed
- Courtyard with gazebo and gas BBQ
- Soccer and football ovals
- Tennis court and basketball court
- Large shade covered adventure playground
- Extensive displays of students’ achievements and artwork
- Colorful Year 6 ‘Graduation Murals’ overseen by a local artist (a former Kananook parent) and a Wannik project mural
- Before and After School Care (named KOOSH) for Kananook students only
- Outdoor stage and passive garden area (Sherlock Courtyard)

STUDENT VOICE
Student voice and leadership is a feature at every year level. School Captains, House Captains and SRC members are elected from the Year 5-6 level. Student leaders conduct school assemblies, report on yard duty and the House competitions, welcome visitors and are involved in decision-making. The SRC members visit an assigned class each fortnight to present and/or gather information. The SRC minutes are tabled at School Council meetings. SRC class visits, daily Circle Time activities, negotiated rules and consequences, restorative meetings and a focus on personal learning goals have raised the profile of student voice. Students are provided with opportunities to make decisions, make choices, support each other and contribute to the school community.
GENERAL INFORMATION

ADMISSION
Schooling in Victoria is compulsory from the age of 5 to 16 years. Students can be accepted in February if they turn 5 by the end of April of that year. A birth certificate or other evidence of date of birth must be brought to the school when enrolling the child. An Immunisation Certificate is also required.

SCHOOL HOURS
School starts each day at 9.00 a.m. and children are dismissed at the end of each day at 3.30 p.m. Children are encouraged to arrive at school each morning between 8:45 and 8:50 am.

Morning Recess 11.00 am – 11.30 am
Lunch eating time 1:30 pm – 1:45 pm (supervised in the classroom)
Lunch Recess 1.45 pm – 2.30 pm
Normal school dismissal time is 3.30 pm. This time is not changed in the event of wet weather even if children have to remain inside all day.

Variations to the 3.30 pm dismissal are made:
For the whole school on the day prior to Term vacations when we dismiss at 2.30 p.m. and 1.30 p.m. on the last day of Term 4.

Parents who wish to take their children out of school early should send a note with the details in the morning AND call at the office before collecting their children at the required time to sign the Early Release Book.

PUNCTUALITY
All students are expected to be punctual. Classes begin at 9:00 am. Late arrivals should be avoided as they casue disruptions to class routines and timetables. Students need to learn, right from the beginning of the year, the importance of being on time. If parents are experiencing problems in this area, please speak to the classroom teacher.

Children who arrive at their classroom after the class has commenced, must go to the Office to collect a Late Pass and have their names recorded in the late book. The Late Pass is then taken to the classroom. Times late will be recorded on student report forms. Students are encouraged to ‘be on time, every time’.

KOOSH (Kananook Out Of School Hours)
This is our Before and After School Care program. It is run by the KOOSH Committee of School Council. Arkie Bales is the Co-ordinator of this program and can be contacted on 9786 0459 for bookings and to answer questions regarding this program.

BREAKFAST CLUB
This is a free service that is available to all students each Tuesday, Thursday and Friday morning. Held in the School Hall the Breakfast club is supervised by Kananook staff and runs from 8:25 am to 8:55 am on the days mentioned.
CURRICULUM DAYS/STUDENT FREE DAYS
Every year, schools receive four student-free days for professional development, school planning, curriculum development, and student assessment and reporting. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. School Councils have the flexibility to schedule the remaining three student-free days each year to meet local school needs. Kananook parents are informed of the dates through the weekly newsletter, the term teacher bulletin and on the school website.

ATTENDANCE – ‘IT’S NOT OKAY TO BE AWAY’
DET regulations require parents to notify the school through letter, email, phone or in person of the reason for student absence or lateness. Students who arrive late to school must collect a Late Pass from the School Office before going to class. Student absence is accepted only where a sufficient reason, such as genuine illness exists. Please make appointments (including medical and dental) outside school hours. One of the duties of the school Wellbeing Officer is to contact parents regarding absenteeism and punctuality concerns.

EARLY PICK UP PROCEDURE
Parents or family friends wishing to collect children during the day or before the usual dismissal time must first report to the general office for an Early Dismissal Pass. The pass is then handed to the class teacher as verification that a known person is collecting your child.

TRANSFERS
Parents are requested to notify class teachers and/or the school office as early as possible if a child is leaving the school. Transfer details will then be prepared by the last day of the child’s attendance.

ART SMOCKS
Please provide an art smock to save your child’s clothes from paint etc. It can be one of Dad’s or Mum’s old shirts with sleeves shortened.

STUDENT BOOKLISTS AND REQUISITES
A book list is issued to each child in November of the preceding year. The school purchases Essential Education items in bulk. Classroom teachers store the items and distribute as required by the curriculum. See below for the school’s policy:

The Education and Training Reform Act 2006 provides that instruction in the standard curriculum program is delivered free to all students in Victorian Government schools, this is referred to as ‘free instruction’. The Act also grants school councils the power to charge fees for goods and services to support the delivery of free instruction and to raise funds. Free instruction includes learning and teaching, instructional supports, administration and facilities associated with the provision of the standard curriculum program. The standard
The curriculum program includes core learning and teaching activities related to the Victorian Curriculum (2016). The Department of Education and Training Parent Payments in Victorian Government Schools policy provides advice on the different types of payments that schools may request from parents and outlines the procedures and protocols schools must adhere to. School councils are responsible for developing and approving a school-level parent payment policy that is compliant with the Department’s policy. **There are three areas for which parents may reasonably be requested to make a payment or contribution:**

1. **Essential Education items** which parents and guardians are **required** to pay the school to provide for their child (for example, stationery, text books and art materials) or to provide (for example school uniform)

2. **Optional Education items** which are offered on a user-pays basis and which parents and guardians may **choose** whether their child accesses or participates in (for example, school magazine or extra curricular programs or activities)

3. **Voluntary Financial Contributions** which parents and guardians may be **invited** to donate to the school.

Parents/guardians are responsible for ensuring that their children are provided with Essential Education items. The school makes every effort to keep the cost of items that need to be purchased at a minimum.

The Kananook School Council has made a considerable effort to ensure that this school policy is fair.


Our school does not have a canteen. Families are encouraged to provide healthy snacks and lunches from home. Please note that children are not permitted to bring packets of potato chips, twisties, noodles or similar unhealthy snacks to school. Soft drinks, lollies, chocolate and other confectionary treats are also excluded.

The PTF organises lunch order days once a month and the SRC canteen operates every Wednesday at morning recess.

**FRUIT TIME**

Children are encouraged to bring along a piece of fresh fruit (not processed) to eat each morning at 10.00am. Children eat their play lunch between 11.00am - 11.30am. Each Friday is ‘Free Fruit Friday’. Every Friday morning a team of parents cut up a wide variety of fruit and vegetables for each class to enjoy.

**HEALTHY EATING AT SCHOOL POLICY** please refer to [http://www.kps.vic.edu.au/](http://www.kps.vic.edu.au/) for full Healthy Eating Policy

Our school community is encouraged to play an active role in providing healthy food and promoting healthy eating by:

a) providing food that supports and complements student learning about nutrition

b) promoting food providers such as the SRC and PTF as playing an important educational and modelling role for healthy eating habits
Potato chips and similar snack foods are not to be brought to school. Lollies, chocolate and other confectionary are also excluded to reinforce the Department’s 2009 directive that schools do not supply lollies to students. *Special Easter and Christmas treats will be provided by the PTF and birthday cakes are allowed.

**PERSONAL ITEMS BROUGHT TO SCHOOL**

Private property brought to school by students is not insured nor is the DET responsible for any loss. Students are encouraged not to bring expensive personal items to school.

**MOBILE PHONES** please refer to [http://www.kps.vic.edu.au/](http://www.kps.vic.edu.au/) for Mobile Phone/internet Policy

In general, mobile phones are not to be brought to school. In an emergency situation parents can contact the school and messages will be forwarded to students. However, it is understood that there may be occasions when parents will require their children to bring a phone to school for safety reasons such as special travel arrangements.

Mobile phones must be handed to the classroom teacher at the start of the day for safekeeping. Students must accept responsibility for all data contained on their phone. The school cannot accept responsibility for mobiles phones if they are damaged, lost or stolen. It will be the child’s responsibility to collect the mobile phone from the class teacher at the end of the day.

**WORKING BEES**

The care and maintenance of the grounds relies mainly upon parental participation at working bees which are held once per term. The school does not employ a gardener hence, parental assistance at term working bees is vital to maintain our grounds in excellent condition.

**PARENTAL PARTICIPATION**

Your participation in school activities is welcomed and valued. Many extra-curricular activities are reliant on parental assistance. You can be involved in a wide range of activities and events including:

- Hearing reading in the classroom
- PMP (Perceptual Motor Program) for Preps
- Parents, Teachers and Friends (PTF) Committee
- School Council and its subcommittees
- Excursion helpers
- School Musical
- School Camps
- Kids’ Kitchen
- Free Fruit Friday
- Environment centre
- Library helper
ORGANISATIONAL STRUCTURE

STAFFING
DET provides funding for teaching staff based on the number of student enrolments. This number is determined on census day each year (normally the last day of February). Class sizes are kept as low as possible but are subject to change as new families move into the area. We offer the Specialist subjects of Music, Art and Japanese. Class teachers take Physical Education sessions and Library sessions.

STRATEGIC PLAN
Strategic planning ensures that a common purpose and values are established for the school. The school’s strategic direction for the next four years is identified and expressed through goals, targets and key improvement strategies. Ask at the school office for a copy.

ANNUAL IMPLEMENTATION PLAN
The Annual Implementation Plan sets out our goals and targets for each year. It also contains key improvement strategies and significant projects planned for the year. Ask at the school office for a copy.

SCHOOL COUNCIL
Your School Council is a very active group, making policy decisions affecting your children’s education at Kananook. It consists of 12 members, 7 non DET (Department of Education and Training) representatives, 4 DET representatives and one coopted member. Elections for membership are held in February each year. Responsibilities of School Council include:

- developing the school’s four year Strategic Plan
- Developing the Annual Implementation Plan
- approving and monitoring of the school’s budget
- setting goals and priorities for the school to ensure that the best education is provided for Kananook students.
- providing resources to achieve the goals and priorities
- managing the school buildings and facilities
- coordinating the activities of the fund raising bodies in the school.

The Government has increased School Council’s decision-making and responsibilities; you can be part of these decisions by lobbying councillors with your views, coming to Council-run events and standing for election. We want you to be part of the decision-making and the work force at Kananook. School Councillors work for our children on behalf of all parents and teachers. Parents can nominate for election onto the School Council or can join one of the subcommittees which include:

- Education
- Environment and Facilities
- Communication
- Finance
- KOOSH (Kananook Out of School Hours Program)
PARENTS TEACHERS AND FRIENDS ASSOCIATION (PTF)

The PTF is a group of parents who work to support both the school administration and the School Council, as well as being actively engaged in fund raising, preparation of lunch orders and the organization of social activities such as the school disco and Trivia Night for the benefit of parents, teachers and children. The PTF meets on a monthly basis. A reminder is published in the weekly Newsletter.

STUDENT ENGAGEMENT AND WELLBEING

PROMOTING HEALTHY, SAFE AND RESPECTFUL SCHOOL COMMUNITIES

Kananook aims to create a caring, inclusive and student-centred learning community. There are high expectations that the whole school community will work together according to the core values of excellence, integrity, responsibility and tolerance. The Real Schools Partnership is at the core of Student Engagement and Wellbeing at Kananook. Three main principles underpin this program, committed teachers, caring students and connected communities. Full details about this program can be found on the KPS website and we encourage every member of the community to look through the invaluable resources available here.

Committed teachers: When you study great teachers... you will learn much more from their caring and hard work than from their style (William Glasser)

Caring students: Students don’t care how much you know until they know how much you care (Real Schools)

Connected communities: Where there is not community – trust, respect and ethical behaviour are difficult for the young to learn and for the old to maintain. (Robert K Greenleaf)

STATEMENT OF VALUES

Kananook Primary School recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Statement of Values sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities. Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Statement of Values acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.
RESPONSIBILITIES
Schools and parents share the responsibility for ensuring a respectful and safe school environment for all students.

AS PRINCIPALS AND SCHOOL LEADERS, WE WILL:
- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child’s needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school’s communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:
- Model positive behaviour to students consistent with the standards of our profession.
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents.
- Treat all members of the school community with respect.

AS PARENTS, WE WILL:
- Model positive behaviour to our child.
- Ensure our child attends school on time, every day the school is open for instruction.
- Take an interest in our child’s school and learning.
- Work with the school to achieve the best outcomes for our child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school’s complaints processes if there are complaints.
- Treat all school leaders, staff, students, and other members of the school community with respect.

AS STUDENTS, WE WILL:
- Model positive behaviour to other students.
- Comply with and model school values.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.
- Actively participate in school.
- Not disrupt the learning of others and make the most of our educational opportunities.

**AS COMMUNITY MEMBERS, WE WILL:**

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students.
- Utilise the school’s communications policy to communicate with the school.

**THE DEPARTMENT OF EDUCATION AND TRAINING WILL:**

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.
- Provide parents with practical guidance and resources to resolve conflicts with the school.

**CONSEQUENCES FOR FAILING TO UPHOLD THE STATEMENT OF VALUES UNREASONABLE BEHAVIOURS**

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Statement of Values include when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against the school
- is physically intimidating, e.g. standing very close.

**CONSEQUENCES**

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the principles of this Statement of Values may lead to further investigation and the implementation of appropriate consequences. This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- an intervention order or trespass order being sought
- informing the police which may result in a charge of trespass or assault
By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.

SCHOOL RULES

At Kananook we have four school rules that all require the students to share the responsibility for their learning and safety. The rules are:

1. Take responsibility for your own learning and the learning of others.
2. Take care of your own safety and the safety of others.
3. Take care of school property and the property of others.
4. Follow all staff members instructions in a respectful manner.

CLASSROOM RULES

Classroom rules are negotiated by individual teachers and their classes at the commencement of each year. These will ensure a safe and positive learning environment for all students. They will follow the teachings of the Real Schools Program and reflect the implementation of the Restorative Practice Model.

THE RESTORATIVE PROCESS: Real Schools- www.realschools.com.au

The restorative process is fair because:

• All affected parties are engaged in the process of problem-solving and determining what’s needed to put things right
• Everyone has a chance to tell their story and to be heard
• If you’ve done wrong, you will be given a chance to put things right
• If you’re a victim you will have a say in how to make things right
• Opportunities will be created for all parties to understand, reflect on and learn from the experience in a respectful way
• Dialogue is participative and voluntary
• The repair of relationships and communication is paramount
• There is a sense of collective accountability and responsibility
• In summary, restorative justice is about engagement and empowerment. It demonstrates that relationships matter (as wrongdoing disconnects and isolates people) and teaches young people how to solve their own problems.

Through our partnership with Real Schools the use of Restorative Circles throughout the day is highly promoted by our teaching staff.

Restorative Circles are a fundamental platform for:

• Developing classroom climate
• Resolving conflict
• Focusing on relationship building
• Maximising student engagement
• Addressing bullying

The 5 circles are, check in circles, check out circles, preparation circles, response circles and learning circles. All designed for building the safe and positive learning environments
crucial for establishing committed teachers, caring students and connected communities.

ANTI-BULLYING POLICY see our Anti-Bullying and Anti-Cyber bullying Policy located on our website http://www.kps.vic.edu.au/

At Kananook Primary School:
• Everyone has the right to feel safe
• Bullying is not acceptable behaviour and is treated seriously
• Teachers and students are expected to provide an environment that is free from bullying for all students
• Students are taught to be assertive in contrast to being passive or aggressive
• Students learn to take responsibility for their actions through appropriate consequences
• Students are encouraged to be problem solvers and repair harm through restorative practices
  • The Student Engagement and Wellbeing Policy is followed and students are required to

What is bullying?
Bullying is when a student or group keep on picking on another student. They try to hurt their body, feelings, property, reputation or social acceptance. This behaviour is repeated and directed towards the same person. A fight or disagreement between equal students is not bullying. National Coalition Against Bullying (NCAB)

Examples of bullying:
Physical: hitting, kicking, pushing, spitting, tripping
Verbal: name calling, swearing, put downs, threats
Social: ignoring, excluding, alienating
Psychological: spreading rumours, dirty looks, taking things, making threats, hiding property, negative body language
Sexual: touching, rude gestures, rude comments
Racial: racial comments about skin colour or physical appearance
Technological: cyber bullying, text messaging

Strategies for the prevention of Bullying:
• Students and parents will be reminded of the policy during the year when considered appropriate.
• Teachers will facilitate restorative meetings between bullies and victims to restore relationships between students, to develop agreements and to determine consequences if further bullying takes place.
• Bullies will be taught positive behaviours including anger management, playing fairly, sharing and identifying feelings. Some may be referred to the Student Services Social Worker or Psychologist.
• Students at all levels will be trained in assertiveness and other social skills.
• All students will be taught the ICI process and will be encouraged to use this approach to dealing with bullies i.e. ignore (the bully’s behaviour), communicate (to the bully to stop) and inform (teachers, parents what the bully is doing)
• Bullying will be named eg. ‘I don’t like it when you call me names.’
• Anti-bullying strategies will be reinforced at whole school assemblies

**Steps to be taken for the bully will include:**
♦ Restating that bullying is not acceptable or tolerated
♦ Individual or small group training in positive behaviours including anger management, sharing, playing fairly and identifying feelings
♦ Using restorative practices to construct an agreement that allows all parties to move on through a meeting with the victim(s) in the presence of a trusted staff member
♦ Teaching the bully and victim the three parts of sorry
♦ Withdrawal of privileges
♦ Detention(s)
♦ Interviews with the child’s parents
♦ Involvement of Student Services personnel – eg social worker/pyschologist for counselling and behaviour modification strategies
♦ Suspensions – in-school, out of school
♦ Voluntary transfers
♦ Expulsion

**Steps to be taken for the bully’s victim will include:**
♦ Reassurance that bullying is not acceptable or tolerated
♦ An opportunity for the victim to participate in restorative meetings
♦ Counselling opportunities with Student Services personnel
♦ Close monitoring by staff for further evidence of bullying
♦ Liaison with the child’s parents
♦ Individual training in assertiveness (eg. rehearsing a spoken script to empower the victim)
♦ Practising defensive strategies (e.g. speaking to the bully in a firm voice naming the bullying, saying they don’t like it and requesting that the bullying stop)
♦ Employing STAMP strategies (Stay away, tell someone, always help others, make friends, play nicely)

**If the bullying continues:**
• Tell a teacher that they have asked the person to stop the unwanted behaviour, but that it is still continuing.
• The teacher will then speak with the bully and follow the agreed consequences.
• The teacher (or Principal/AP) will facilitate a restorative conversation between the bully and the victim.
• The teacher will follow the Actions and Agreed Consequences (Section 5 of the Student Wellbeing and Engagement Policy) for major breaches of school rules if appropriate.


The following dress code states the expectations Kananook Primary School Council holds with regard to student appearance.
This code will apply during school hours, while travelling to and from school and when students are engaged in school activities out of school hours.
The Kananook student dress code takes precedence over a student’s individual preference in matters of dress.
In developing this code, opportunities for the viewpoints of parents and teachers have been made available through public meetings, newsletter surveys, and PTF and Council meetings.

Why do we have a dress code?
1. To create a sense of collective and individual pride in Kananook students and their identification with our school.
2. To assist in individual student safety and group security when travelling to and from school and on school excursions.
3. To promote active and safe participation in school life.

Will the dress code discriminate against students?
The Kananook Dress Code neither discriminates directly or indirectly against students on the basis of their sex, race, ethnic group, nationality, religious beliefs, color, disability or socio-economic circumstances.
The dress code will apply uniformly across all students except for the exemptions listed below.

What are the exemptions from the Dress Code?
(i) What can I do if I don’t want my child to wear school uniform?
Exemption from the dress code may be sought if:
• an aspect of the code offends a religious belief held by the student and/or parents.
• an aspect of the code prevents the student from complying with a requirement of his or her ethnic or cultural background
• an aspect of the code prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students
• a student has a particular health condition that requires an aspect of the code to be departed from.
• the student or the parents can demonstrate temporary economic hardship that prevents them from complying with the code.
• after due consideration of any other particular circumstances as demonstrated by the students or parents.

(ii) What are the procedures for seeking an exemption?
Requests for exemption are to be made to the School Principal in writing. Strict confidentiality will be observed with regard to the reasons given by parents to substantiate their request for exemption.

(iii) Who will grant an exemption?
• The Principal will determine whether an exemption can be granted by referring to the grounds for exemption outlined above.
• The Principal will provide a summary report of applications for exemption at the following School Council meeting.

The Principal shall keep a written record of the decision on the applications in case the decision is questioned subsequently.

When will the dress code be reviewed?
A review of the dress code will be undertaken on a four year cycle if the School Council deems it necessary. The review will take the form of consultations with staff, parents and students. School Council will then make any amendments if necessary.

What will happen if a student is out of uniform?
The following steps will be taken:
Step 1: A letter will be sent home requesting that the student wears his/her uniform to school the next day.
Step 2: If the student is not in uniform the following day a phone call will be made to a parent.
Step 3: For non-compliance a lunchtime detention will be given and a detention notice will be sent home.
Step 4: For further non-compliance an after-school detention will be given.

Only those students in school uniform will be able to represent the school in the community for activities such as excursions or inter-school sport etc. Children will not be withdrawn from classroom instruction because they are out of uniform.

What are the arrangements with the school’s Uniform Supplier?
Families purchase uniform items from:
PSW Frankston
21 Playne St Frankston
9769 6510
Shop hours: Monday to Friday 8:30am – 5:00pm; Saturday 9:00am – 1:00pm

Second hand items of clothing can be purchased from school on the 1st Tuesday of the month 8:50am – 9:15am and the 3rd Thursday of the month 3:30pm – 3:45pm.

What equity and safety issues are important?
The children are involved in a wide range of physical activities each day and we expect them to wear appropriate clothing and footwear to enable them to participate fully and safely. Inappropriate footwear and clothing can be dangerous.

Second hand uniforms will be available to families in need at the discretion of the Principal. Parents wishing to access this service should speak to the Principal in confidence. Parents are encouraged to donate second hand items in good condition to the school for this purpose.

Clothing List
- Short Sleeve Polo Shirt
- Polar Fleece Vest
- Bomber Jacket – Stripe Rib
- Crew Neck Windcheater
- Gaberdine Culottes/skorts
- Rugby Shorts with Drawstring with Zip Pocket
- Straight Leg Tracksuit Pants
- Double Knee Tracksuit Pants with Zip Pocket
- Raincoat

All Uniform items need to be clean, neat and presentable and labelled.

School Hat:
- Bucket style hat (Royal Blue) to be worn by all students during all months will an “r” in them (and at other times deemed necessary)
- Beanie (plain Royal Blue – acrylic not fleecy) - Optional wear for Terms 2 and 3
Footwear:
• Shoes, t-bars, runners and closed toe sandals only (predominantly blue, white, black or brown in color).
• No thongs, slip on shoes, open toed sandals, gum boots or platformed shoes
• Socks (blue, white or black) – to be worn at all times

Accessories:
• Hair - long hair must be tied back with elastic ties.
• Ribbons, headbands and scrunchies must be royal blue or gold
• Make up, transfers, colored nail polish, dangling ear rings, nose and lip rings, jewellery, extreme hair fashions (ie color, style and accessories) are NOT to be worn.
• Scarves NOT to be worn during school hours

School Bag:
Kananook bags are optional but are available for purchase from PSW Frankston. Other approved bags can be used.

HEALTH & SAFETY

SECURITY
To assist with safety and security of all children, it is necessary for all visitors to sign in and wear a blue "Authorized Visitor" pass whilst at school during school hours. Parent helpers also sign in and wear a gold pass.

This routine has been established so that children feel safe within the school environment. Anyone seen in the school buildings or grounds without a badge must be reported by students to teachers.

SUPERVISION OF CHILDREN AT SCHOOL
At all times children are under the supervision of teachers at school. Teachers are rostered to supervise children during morning and lunch recess periods, and directly before and after school. There is no supervision of children before 8.45 a.m. or after 3.45 p.m. Children who have serious concerns are able to seek help from teachers supervising the schoolground.

WORKING WITH CHILDREN’S CERTIFICATE See http://www.kps.vic.edu.au/ for full policy details
School Council also requires that volunteers who assist in programs that have potentially higher levels of student contact than normal (eg: camps, excursions, sporting team coaching, swimming programs) must obtain a working WWC. Parent volunteers (such as reading helpers in the classroom) whose child ordinarily participates in that activity are exempt from applying for a check. However, if they volunteer in activities that their child is not a part of, they are required to have a WWC.

PICK UP AFTER SCHOOL
Make sure your children are aware of your arrangements regarding where to meet or which way to walk home. Supervision of children in the schoolground ceases at 3.45 p.m. Children are not permitted to remain and play after this time. A bell is rung at
3:45 p.m. indicating to children in the schoolground, who have not been picked up by a parent or carer, to return to the office. From there attempts will be made to contact parents or the children may be placed in the care of the Kananook Out of School Hours (KOOSH) program. There is a fee for this service.

**SCHOOL BUS GUIDELINES**

The school bus service is available only to families who live on the east side of the railway line, South of the Overton Rd intersection.

There are two pick up points. One is at the corner of Fairway and Orwil streets and the other is at the corner of Merriweather and Wells Rd. Families wishing to use the bus service must contact the Principal to register.

Passengers must wear the seat belts provided and any improper behaviour will be reported to the school. No eating or drinking is permitted on the bus.

Offenders may not be allowed to continue using this service on a temporary or permanent basis.

If for any reason children miss the afternoon bus they must report to the office so alternative arrangements can be made.

**BICYCLES**

With parental permission, children may ride bicycles to school. Parents are advised that the children in Prep to Year 2 are not permitted to ride bicycles to and from school unless they are accompanied by an adult. This is a safe way for very young children to learn road sense. It is the responsibility of parents to see that all bikes ridden to school are roadworthy and that children are capable of riding safely and according to the law. All cyclists by law must wear helmets. Scooter riders are also required to wear an approved bicycle helmet. Bikes must not be ridden in the schoolground. Although a locked enclosure is provided, no responsibility is taken for bikes brought to school.

**HEAD LICE**

It is Kananook Primary School’s expectation that parents/carers will:

a. Check your children’s hair for head lice weekly, at home, using the recommended conditioner/comb detection method.

b. Not allow your child to attend school with untreated head lice (in accordance with Public Health and Wellbeing Regulations 2009).

c. Regularly inspect all household members and then treat them if necessary.

d. Notify the school if your child is affected so that a note can be sent out to all students in that class.

e. Tie your child’s hair back if it is long.

f. Accept advice that appropriate treatment needs to be commenced and treat head lice safely and as recommended.

g. Act responsibly and respectfully when dealing with members of the school and broader community around issues of head lice.

h. Sign an agreement accepting the terms of the School Head Lice Policy.
ILLNESSES see [http://www.kps.vic.edu.au/] for full policy details

If your child becomes ill at school you will be notified. Unless absolutely necessary, we will not keep a sick child at school because we do not have the staff, the expertise or the facilities to look after them. Teachers are not permitted to administer medicines such as cough mixtures or antibiotics. Sick or injured children will be attended to at school with minor first aid treatment where appropriate.

An explanation of children’s absences must be provided when the child returns to school (in writing, via email, by telephone or verbally to the class teacher).

**Infectious illnesses have an exclusion time detailed hereunder:-**

- **CHICKEN POX** Until fully recovered
- **MEASLES** At least seven days from the appearance of the rash or until a Medical Certificate is produced
- **MUMPS** Until fully recovered
- **HEAD LICE** Until appropriate treatment has commenced
- **RUBELLA** Until fully recovered and at least four days from the onset of the rash
- **SCABIES** Until appropriate treatment has commenced supported when requested by a medical certificate
- **IMPETIGO** Until sores have fully healed
- **RINGWORM** Until appropriate treatment has commenced, supported when requested by a medical certificate
- **WHOOPING COUGH** For four weeks or until a medical certificate is produced.

**ASTHMA MANAGEMENT**

If your child has had asthma, please ensure that an individual Asthma Management Plan is given to the school. This plan needs to be kept up to date.

**ANAPHYLAXIS MANAGEMENT** see [http://www.kps.vic.edu.au/] for full policy details

Parents of students at risk of a moderate to severe allergic reaction to food must:
1. provide the emergency procedures plan (ASCIA Action Plan).
2. inform the school if their child’s medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).
3. provide an up to date photo for the emergency procedures plan (ASCIA Action Plan) when the plan is provided to the school and when it is reviewed.
4. provide the school with an EpiPen/Anapen (and a spare if deemed necessary)
5. replace the EpiPen/Anapen before it expires

**EMERGENCY CONTACT NUMBERS**

If your child becomes ill or is injured at school, you will be notified. It is essential that you advise the school immediately there is a change of your phone numbers - at home, at work and mobile and of your emergency contact person.

On rare occasions it may be necessary to call an ambulance. Parents are advised they will be billed for this service if they do not have ambulance cover.
SUNSMART see http://www.kps.vic.edu.au/ for full policy details

All children must have a royal blue Kananook Primary School sun hat which will be worn whilst the children are outside during Terms 1 and 4 and at other times of the year as deemed necessary or as requested. The school receives advice from the Anti Cancer Council. Sun hats must be worn during recess and lunch times, physical education lessons and other outdoor activities such as camps and excursions. The hats are washed twice during each Term of use. As the Kananook sun hats remain at school, parents are encouraged to provide their children with a hat to wear to and from school. To further protect themselves from harmful UV rays the children will be encouraged to wear sunscreen and sunglasses.

You are encouraged to see that your child comes to school each morning wearing sunscreen. This will provide protection at morning recess. Children are permitted to bring sun screen in their bags for personal use (no zinc cream please).

On days of extreme heat (35 degrees and above), the children have a reduced lunch break outdoors.

RAINY DAYS

When it is raining children are brought inside during morning and lunch recesses.

KANANOOK STUDENTS IN THE MEDIA

Throughout each year, we feature the achievements of our students and advertise our special activities throughout the school and wider community. The forms of media where a photo and/or name may appear would include:

- Local newspapers
- Kananook Primary School advertising brochures
- Kananook News
- Kananook web site (photo only - no names)

If you DO NOT wish your child/ren’s photo/name appearing in any of the above, please notify the school.
HOMEWORK
Rationale:
Kananook Primary School acknowledges the importance of children participating in a rich and varied family life involving things like hobbies, interests, recreational/leisure time activities, sport and family interaction. Homework is viewed as part of the relationship between parents catering for the needs of their children and the school providing opportunity to integrate school learning with the home for the purpose of enrichment and reinforcement of the school curriculum and overall development of children.

Guidelines for parents:
• Parents may assist with homework, but where possible should encourage children to complete tasks on their own. While some tasks may require family involvement, children need to take an increasing level of responsibility for completing homework by themselves, in the time allowed. Parents are not expected to be the teacher.
• Teachers will correct work. Parents can encourage children to check for accuracy though.
• Ensure necessary equipment and a suitable work place is available.
• Encourage children to set aside a regular homework time and to set personal goals or targets.
• Communicate any difficulties children are having with homework to the class teacher.
• Read and sign the class homework contract if provided.
• Class teachers will advise parents in their Term 1 Class Bulletin of homework expectations such as amount of work, duration of work and due dates, type of work, how feedback is provided and consequences for older children for unfinished or poor quality work.
• The Homework Policy will be published at the commencement of each year in the Newsletter.

Helpful tips for students:
• Get into a routine. Make a timetable showing homework time, sport time, free time, TV time
• It’s okay to ask for help when you’ve had a really good try by yourself, but try to do some work on your own
• Set some personal goals for example, or ‘I will hand my homework in a day early’ or ‘I will get 10 out of 10 for spelling’ or ‘I will beat my last speedy facts score’
• If you’re allowed, ask a friend over so you can do homework together
• If you’re in Year 3-6, don’t leave tasks or projects to the last minute!

EDUCATIONAL PROGRAMS
Our programs are comprehensive, relevant and coherent, spanning the seven years a child spends in a primary school.

In providing a broad curriculum we are also conscious of the need for diversity, quality and excellence.
We aim to provide a well balanced program at all times. Our programs are regularly evaluated and reviewed.

Through the programs offered, the children are provided with skill development in all basic subject areas.

They are also provided with growth opportunities in the areas of:
• communication skills
• social skills
• an appreciation and awareness of personal worth and the worth of others
• an appreciation and awareness of environmental issues
• our multi-cultural society

Victorian Curriculum

Our school follows the newly introduced Victorian Curriculum (2016).

- Japanese is the language taught at all year levels
- English is broken into three sections: Reading and Viewing, Writing and Speaking and Listening
- Mathematics is broken into Number and Algebra, Measurement and Geometry and Statistics and Probability
COMMUNICATION

Communication between students, parents and teachers and school is vital to ensure that the best educational outcomes can be gained by children at our school. To assist this, many methods of communication are used to provide information to parents on student and school related matters.

1. REPORTING TO PARENTS

Student performance is reported to parents as follows:

TERM 1    Parent/teacher meetings
TERM 2    Reports are sent home and Parent Teacher Interviews are held in the last week of term to discuss these in detail with parents.
TERM 3    Parent Teacher Interviews anytime upon request
TERM 4    Written reports are sent home. Parent Teacher Interviews anytime upon request.

Teachers will provide a Class Bulletin each term to keep parents informed of class rules, routines and expectations as well as special events and curriculum programs.

Written reports contain information about your child’s progress and provide the basis for discussion during the Formal Parent Teacher Interview. Detailed information will be provided verbally, along with evidence to support the discussions.

2. PARENT TEACHER INTERVIEWS

If at any stage you or your child has a concern relating to any aspect of the school, please contact the Principal or Assistant Principal or request an interview time with the particular classroom teacher. Please remember - school concerns can only be solved by open communication between the school and parents.

3. ASSEMBLIES

General student assemblies are held each Thursday afternoon at 3.00pm in the school hall. A special assembly is held at 9.00am on the last day of the school year to present the Kananook Awards. Parents are most welcome to attend all student assemblies. (Seating is provided)

4. SCHOOL NEWSLETTER

Our newsletter is called Kananook News. A copy is sent home with the youngest in each family every Thursday and also posted on the Kananook website. It contains items such as a calendar of events, news from the Principal, School Council and P.T.F. news, student achievements and photographs. A subscription can be made by following the link on the Kananook website at http://www.kps.vic.edu.au/

Our up to date, comprehensive website contains the most recent news regarding dates, events and program information. This should be regularly viewed as changes are being made weekly.

6. **MIRRABOOKA MAGAZINE**

Each child will receive a copy of “Mirrabooka”, the Kananook magazine, at the end of the year if parents choose this item from Optional Extras on the Student Booklist which is sent home in November. This magazine highlights the year’s events as seen through the eyes of the children.

7. **INFORMATION FOR FAMILIES**

This booklet is distributed to all new families and can be found on the website.

8. **EMAIL**

Every class teacher can be contacted by email. Please ask your child’s teacher for the class email address.

**CURRICULUM & SUPPORT POLICIES & PROGRAMS DOCUMENT**

This document outlines Kananook’s curriculum policy statements for the various school programs. Copies are available for loan from the school office.