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Welcome to Carranballac F-9 College

It is with pride that we warmly welcome you and your children to our college.

The following information has been compiled for your interest and convenience. It aims to outline the procedures of our College and its general day to day functioning. We hope you will find this information both interesting and informative, and if further information or clarification is required, please contact the College office.

Address
PO Box 6106
Point Cook Vic 3030

Email
carranballac.p9@edumail.vic.gov.au

Locations
Boardwalk F-9 School
Cnr Foxwood Drive and Dunnings Road
Point Cook Vic 3030

Jamieson Way F-9 School
Cnr Jamieson Way and La Rochelle Blvd
Point Cook Vic 3030

College Director
Brendan O’Brien

Contact Details College Office
Phone: 03 9395 3533
Fax: 03 9395 3824

College SMS Absence Notification
SMS to 0429 305 552

Boardwalk School Principal
Kay Kearney

Jamieson Way School Principal
Sandy Naughton

College Business Manager
Deborah Pavone

College Registrar
Margaret Porter

The college is organised into sub-schools – Early Years and Middle Years – each with a Sub-School Manager to meet the differing needs of students at these two stages of schooling.

Boardwalk School

Early Years Sub School Leader
Deb Way

Middle Years Sub School Leader
Lauris Doyle

Jamieson Way School

Early Years Sub School Leader
Rose Pell

Middle Years Sub School Leader
Ros Myors

Outside School Hours Leader
Chriss Barker 0400 548 618
Outside School Hours Care Boardwalk
0438 135 486
Outside School Hours Care Jamieson Way
0407 805 655
Boardwalk School opened on the first day of Term 1 2002, followed by Jamieson Way School opening on the first day of 2006. The development of this educational community is fuelled by the commitment and enthusiasm of staff who provide a rich learning environment that caters for the whole child. Our college is motivated towards the development of good citizens who care about one another. We see the partnership between the parents and school as vital. The college’s philosophy and practice reflects a commitment to the individual development and personal welfare of all students and to a safe and caring environment.

**Statement of Purpose**

In our unique, innovative and growing community we develop a passion for life long learning so that students achieve individual excellence and are confident, capable respected citizens of their local and global communities.

The college uses the AUSVELS to provide a comprehensive curriculum at all levels encompassed by consideration for the personal, social and emotional wellbeing of individuals. The development of literacy and numeracy are priorities and programs have been developed to focus on these areas. An integrated curriculum approach in the Early Years ensures coverage across the three strands outlined in the AUSVELS: Physical, Personal and Social Learning; Discipline-based Learning; Interdisciplinary Learning; and a trans-disciplinary approach using inquiry learning in the Middle Years enhances engagement for students at this stage of schooling across these three strands and associated domains.

Boardwalk School consists of a full size gymnasium and food technology area, including a dining room, which is located around a landscaped senior courtyard at the rear of the school. A visual arts facility including a graphics/fabrics area and a technology area, flexible learning spaces, a computer room, science laboratory and locker room complement this area and support the delivery of Middle Year's curriculum. Boardwalk comprises permanent classrooms and relocatable classrooms set amongst grounds that are under development including a large playing field, two basketball/netball courts, passive recreational areas and two undercover playgrounds. In 2009 the school received a significant extension to the library, a performing arts facility, canteen and the additional computer lab, together with refurbished administration areas and staff areas. During 2011 construction of an additional 6 classrooms with a shared learning space was completed and is currently in use by the 5/6 students.

Jamieson Way School comprises of a Middle Years building encompassing flexible teaching and learning areas, Science Laboratories, an Information Technology room, project rooms, computer pods and student locker area. A full size gymnasium, canteen, a food technology area, including a dining room, are located with a music area and rehearsal rooms, a visual arts facility and technology areas. Relocatable learning areas placed around a gallery complement these buildings. The administration area, library and staff areas are located in a separate building. A graphics/fabrics area extends from the Arts precinct. Seven flexible learning areas are in the Early Years building along La Rochelle Boulevard, with four learning areas enclosed in a gallery near the wetlands.

School Council, with the support of the local community, formed a Cooperative to establish the Library at Boardwalk School, providing an expanding range of literacy materials to engage our students.

Boardwalk School and Jamieson Way School are situated in the rapidly growing Point Cook area. Enrolments increased since establishment at a great pace as new families moved into the area. In
2009 an enrolment ceiling was put in place by the Western Metropolitan Region. In 2015 there is an enrolment of 1338 students.

Shared Beliefs about our college
1. Environment that is positive and meets the needs of the community.
2. A reflective responsive team working for the well being of all students.
3. Focus on an image for the future.
4. Respect and valuing ourselves and others encompassing integrity, honesty, trust and compassion.
5. Committed community working together to achieve a sustainable future.

Our College Offers

Early Years and Middle Years Sub-School organisational structures
The College is organised into sub-schools – Early Years and Middle Years – each with a sub-school leader, to meet the differing needs of students at these two stages of schooling.

- *Early Years Sub-School* focuses on young children, those in Foundation to Year 4, who are developing a sense of independence, building social capital and developing their understandings of relationships beyond the family. Our College program aims at establishing foundational skills and understandings, based upon meeting the needs of young learners through clearly defined Literacy and Numeracy Programs in line with AUSVELS, with information technology integrated with learning experiences.

- *Middle Years Sub-School* focuses on student wellbeing, with connection to teachers and connection to school supported through sustained periods of time with homeroom teachers, with programs and initiatives aimed at engaging students in authentic learning contexts. Middle Years students, those in Years 5 to 9, are young adolescents who go through a period of rapid physical, emotional and intellectual development. In today’s society, complexities and pressures have a significant impact on Middle Years learners as they establish their own identity and place in the world.

Comprehensive Curriculum
Comprehensive curriculum based on AUSVELS with an emphasis on literacy and numeracy to meet student needs at two stages of schooling. The AUSVELS recognises the differing learning needs of students at each stage of schooling.

- *Early Years Sub-School: Laying the Foundations*. In these years the focus is on developing fundamental knowledge, skills and behaviours in literacy and numeracy and other areas including physical and social capacities which underpin all future learning.

- *Middle Years Sub-School: Curriculum depth*. With literacy and numeracy more developed, an expanded curriculum delivered through an inquiry learning approach provides the basis for in depth learning.
Creative Arts opportunities
All college students participate in a visual arts program with opportunities offered in instrumental tuition, tuition in Singing and Performing through the Soundhouse Program, and performance as part of the College Band.

- Early Years Sub-School – classroom music program linked to integrated curriculum.
- Middle Years Sub-School – music program integrated with information technology, linked to inquiry learning.
  VET Cert 2 Music Performance at Year 9

Student Wellbeing
- Educational Psychologist
- Speech Pathologists
- Occupational Therapist
- Defence Force Transition Liaison Officer
- Well developed support programs for students with special needs
- Buddies Program: vertical groupings spanning all year levels
- Reading Recovery (Year 1)
- Social Skills and Confidence programs
- Student Leadership opportunities
- Transition support at all levels with particular focus on entering Foundation; Years 4 to 5 (Early Years to Middle Years); Years 6 to 7 (primary sector to secondary sector)

Enhancement programs
- Before and After School Care
- Vacation Care
- Whole college events and celebrations
- Excursions at all year levels
- Swimming and water safety programs at all year levels
- Camps and Outdoor Education
- Interschool sports (Middle Years)
- Duke of Edinburgh and Compass Awards program (Middle Years)

Facilities
- Challenging playground equipment
- Basketball/netball courts, football oval, cricket pitch
- Library
- College buses to support sharing of facilities/resources across campuses
- Well resourced Visual Arts areas
- Dedicated Music Centre with rehearsal rooms
- Dedicated Outside School Hours Care facility
- Fully functioning Computer Labs supplemented with networked classroom computers
- Technology areas
- Gymnasiums
- Food Technology Centres
- Science Laboratories
Curriculum development and delivery at Carranballac F-9 College is based on research which suggests that students perform better academically when they have a significant teacher who delivers curriculum in an integrated approach drawing together learning from all areas of the curriculum, in a coordinated and cohesive manner.

The College is organised into two sub-schools - Early Years and Middle Years. Each sub-school is structured to reflect the differing needs of students at these stages of learning and has a manager who supports both the learning and welfare of students. Each sub-school is made up of teams of teachers who work together to prepare a quality program which meets the AUSVELS.

<table>
<thead>
<tr>
<th>Foundation (Prep) and 1 Year 2</th>
<th>Early Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 3 and 4</td>
<td></td>
</tr>
<tr>
<td>Years 5 and 6</td>
<td>Middle Years</td>
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<tr>
<td>Year 7</td>
<td></td>
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<tr>
<td>Year 8</td>
<td></td>
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<tr>
<td>Year 9</td>
<td></td>
</tr>
</tbody>
</table>

The structure of Victorian Curriculum promotes learning as a continuum. Its structure is based upon learning of new skills and consolidation of these skills through application in a two year cycle. This is evident in the structure of classes and the development of curriculum content. Teachers reflect upon the continuum of learning in their planning and develop content to support students through the provision of differentiated tasks and open learning opportunities. The structure of the school changes to reflect the more context based curriculum (topic specific) in the Middle Years. As students progress through the Middle Years students are introduced to an increasingly more specialised program delivered by specifically qualified personnel, providing an introduction to the structures found in a Senior Secondary setting introduced to technology subjects taken by specialist teachers.

Carranballac F-9 College has made definite decisions around the structure of the school in line with its philosophy of holistic development. Opportunities for leadership are an important element of that development. The benefits are multifaceted; students are introduced to the idea of leadership and independence in a scaffolded and supported way, beginning in the first years of schooling. Foundation /1 classes provide students in their second year of schooling the opportunity to begin to develop their leadership skills by acting as mentors both socially and as learners which supports the home to school transition of Foundation students promoting the rapid development of good learning routines.

The leadership program extends throughout the years of schooling with students having the opportunity to complete Compass and/or Duke of Edinburgh qualifications and attend camps.
Early Years Sub-School

The focus of the Early Years Sub-School is on the development of independence, building social capital and developing students understanding of relationships outside the family. This stage of schooling builds the foundations for learning. The emphasis is on developing the basic skills associated with literacy and numeracy. Teaching and learning takes place in a real world context where students can develop and apply learning while completing a variety of topics linked to all the domains within AUSVELS.

The curriculum is broken into three sections:
- Core: which is delivered by the classroom teacher
- Specialist: these classes are developed by specially qualified teachers
- Other Programs: These programs fall outside the main curriculum and include specialist support programs and user pays programs.
At Carranballac F-9 College we maintain the structure of a “significant teacher” while expanding the specialist program. Research indicates that there is a significant decline in student achievement in Year 7 when students undergo a transition to a structure where they move from room to room and teacher to teacher, many students never make up this loss. During Years 5 to 9 the focus of schooling is on developing the thinking child. The Middle Years builds on the foundations established in the Early Years but emphasises the development of more conceptual approaches to learning. The college takes an inquiry approach where students develop a response to a “Big Question” this requires them to undertake research in order to develop an opinion before preparing a response. The structure of the Middle Years changes to reflect the more content specific nature of the AUSVELS and to prepare students for transition to a senior secondary setting.

Like the Early Years the curriculum is broken into three sections:
- Core: which is delivered by the classroom teacher
- Specialist: these classes are developed by specially qualified teachers
- Other Programs: These programs fall outside the main curriculum and include specialist support programs and user pays programs.
Cross Age Sharing

Cross Age Sharing is affectionately known by our students as “Buddies”. Once a week after lunch (Tuesdays for Boardwalk School, Wednesdays for Jamieson Way School), students are grouped vertically. In other words, in each room there will be at least two students from each level from Foundation to Year 9. Students will engage in a variety of activities ranging from solving puzzles, sharing stories, making art/craft, playing games, cooking in the Food Tech Centre, etc – generally sharing a pleasant time together, getting to know a different group of children from another section of the school which they wouldn’t ordinarily have the opportunity to interact with.

Each of these “Buddy Groups” stays consistent throughout each student’s stay at our college, providing an opportunity for each one to be mentored, and then to become the mentor as they progress through the school. The young ones quickly identify with their “Buddies” looking “up” to them, whilst the older students develop a culture for looking “out” for their little mates – a lovely feeling of harmony, which flows over to the schoolyard.

Performing Arts at Carranballac F-9 College

We are fortunate to have an outstanding, vibrant and exciting Music and Performing Arts program at Carranballac F-9 College. Our Early Years students are provided with a classroom music program that supports and strengthens our Literacy/Reading program with a focus of the rhyme, rhythm and repetition of language. Our Middle Years students receive a contemporary-based education developing skills and techniques that use the latest equipment and curriculum materials.

In 2010 our college successfully trialled and introduced the Musical Futures program to Year 7 students and now is extended to Year 8 and 9 students. Staff involved furthered their knowledge and understandings of this program by travelling to the UK in January 2011, visiting 5 ‘Champion’ schools and the Guild Hall School of Music in London. Each student in the Musical Futures program uses a netbook computer and an instrument, joins with their peers in ‘bands’ and learns to play and perform contemporary and original songs. These compositions are uploaded within a safe and secure network on the College record label at www.numu.org.uk.

Each February, Year 8 and 9 students are invited to audition for the College rock band. Students rehearse on Friday afternoons until 4pm and perform at school and many local events. These students are also offered the opportunity to enrol in an accredited VET program, the Certificate 11 in Music Performance.

Due to the success of this program, in 2013 a Junior rock band for Year 5-9 students was also introduced.

Soundhouse@Carranballac

In addition to classroom music, Carranballac F-9 College also offers an extensive range of user-pays tuition in Electric Guitar, Keyboard, Singing/Performing and Drums. The experienced and talented Soundhouse teachers offer small group lessons during class time. Our student results have been outstanding and this program continues to grow in numbers, integrity and status in our community.

As a contemporary, performance-based program, some of our performance opportunities include
- Westside Arts Festival
- Wyndham Schools Arts Festival
- Annual concerts
- Family Christmas Concert
- National Annual Music: Count Us In initiative
- Shopping centres
- Local child care centres and kindergartens
- Aged-care homes
- School/hospital fetes and fund-raisers

**School Council**

School Council has the major task of policy development and general directions for Carranballac F-9 College. School Council elections are conducted in Term 1 each year.

The President of School Council is Penny Heron.

This forum welcomes any involvement by parents that will benefit the development of our college community. School Council occasionally needs specialist skills for particular tasks therefore members of the school community are sometimes asked to join the group to complete set projects.

**School Council Membership**

**Parent Category**

Penny Heron   School Council President
Chris Woods   School Council Vice President/Convenor Finance Sub Committee
Helen Hodgkins
Tanya Staehr
Michael Wasley
Liz Whiffin
Suzy Dailey
Ian Muir

**DEECD Category**

Brendan O’Brien   Principal
Sandy Naughton
Kay Kearney
Lesley Hall
Henric Beiers
Term Dates

School Commencement and Attendance
Students from Foundation to Year 9 will begin school on **Thursday 29 January 2015 at 8.45 am**. 2015 class lists will be available on the last day of Term 4 at 2pm. Teacher allocation will be confirmed in 2015. Please note the college reserves the right to make amendments if student numbers alter. **Students in Foundation attend school on Monday, Tuesday, Thursday and Friday for the month of February commencing full time in March.**

Curriculum Days 2015
The Department of Education and Early Childhood Development allow four pupil-free days to schools for professional development, school planning and administration, curriculum development & planning and student assessment & reporting. The dates in the 2015 school year are as follows:

- **Wednesday 28 January 2015** (first day of Term 1 - Statewide Curriculum Day)
- **Monday 13 April 2015** (first day of Term 2)
- **Monday 13 July 2015** (first day of Term 3)
- **Monday 5 October 2015** (first day of Term 4)

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 28 January 2015 to 27 March 2015</td>
<td>Term 1 27 January 2016 to 24 March 2016</td>
</tr>
<tr>
<td>Term 2 13 April 2015 to 26 June 2015</td>
<td>Term 2 11 April 2016 to 24 June 2016</td>
</tr>
<tr>
<td>Term 3 13 July 2015 to 18 September 2015</td>
<td>Term 3 11 July 2016 to 16 September 2016</td>
</tr>
<tr>
<td>Term 4 5 October 2015 to 18 December 2015</td>
<td>Term 4 3 October 2016 to 20 December 2016</td>
</tr>
</tbody>
</table>

School Hours
Supervision officially commences at 8.30 am therefore the school takes no responsibility for children before this time. Early Years students are welcome to place their bags in classrooms after 8.30 am, before playing out in the playground until the bell rings. Middle Years students are welcome to access their locker areas after 8.30 am, before playing in the playground until the bell rings.

<table>
<thead>
<tr>
<th></th>
<th>8.45 am to 10.45 am</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Session</td>
<td></td>
</tr>
<tr>
<td>Morning Recess</td>
<td>10.45 am to 11.05 am</td>
</tr>
<tr>
<td>Second Session</td>
<td>11.05 am to 1.05 pm</td>
</tr>
<tr>
<td>Eat lunch in classroom</td>
<td>1.05 pm to 1.20 pm</td>
</tr>
<tr>
<td>Lunch Recess</td>
<td>1.20 pm to 2.00 pm</td>
</tr>
<tr>
<td>Third Session</td>
<td>2.00 pm to 3.00 pm</td>
</tr>
</tbody>
</table>

School will dismiss early on the last day of each term at 2pm.

To help our Foundation children settle into a comfortable school situation, for the month of February, they attend Monday, Tuesday, Thursday and Friday only. Having a day (Wednesday) off in the middle of the week to rest at home rejuvenates them enough to continue through to Friday. On days of excessive heat or on wet days the children have reduced outside play times.
Enrolment Details

Each child has their own confidential file that is needed by the school. This information must include a child’s birth certificate, immunisation certificate, confirmation of residence, and if applicable passport and visa details. It is essential that the details on the enrolment form are accurate and current. Parents should notify the school immediately if there are any alterations to these details.

The most important details are accurate emergency contact numbers – these are vital in times of emergencies. Also of great importance is the knowledge of your child’s allergies or medical problems.

Special Days

Assembly
Monday Whole School Assembly – 8.45 am
Parents are welcome to attend.

Newsletter
The Newsletter is available each Wednesday for viewing via our College Website at www.carranballac.vic.edu.au. Alternately if you are unable to access our website you can request a hard copy. This will be sent home each Wednesday with the eldest child in the family and if you require a hardcopy please inform the College office. It is important for all families to read the weekly newsletter as this will keep you up to date with information you require or events that are coming up.

Curriculum Days
There will be four days set aside each year for Curriculum Planning, Staff Professional development and Reporting. Children do not attend school on these days. The dates will be advertised through the newsletter. The Outside School Hours Care Program will be available to support our families.

School Canteen

The school facilities include Canteens which operate every day of the week enabling you to order lunch for your child. The Canteen is open every day for lunch orders and over the counter sales at recess and lunch time. Students wishing to place an order should do so by writing their order on a paper bag, including their name, class and order. Payment should be enclosed in the bag and placed in the classroom lunch tub. Lunches will be delivered to the classroom. The canteen operates within departmental ‘Go For Your Life’ healthy canteen requirements and provides a healthy range of lunches or snacks. A new menu is developed each term.

The College seeks the support of volunteers to assist in the successful operation of the Canteen. Victorian Government Regulations require any adult who works or volunteers with children under 18 years of age to obtain a Working With Children Check. This requirement can be fulfilled by making a Working with Children Check Application which is processed through Australia Post.
School Uniform

The wearing of the school uniform is compulsory and sensible clothing is expected at all times. The uniform shop is open on a regular basis. If parents wish to see samples of the uniform, these are available from the School Uniform Shop at both Boardwalk School and Jamieson Way School.

**Uniform Shop Operating Hours**

Monday 8.30 am to 9.00 am  
Thursday 3.00 pm to 3.30 pm

**Early Years Uniform**

**Summer**

**Boys**
- Short sleeved polo shirt - striped collar (logo)
- Gaberdine shorts or pants
- White anklet socks
- College bucket hat (logo)

**Girls**
- Summer dress
- Short sleeved polo shirt - striped collar (logo)
- Skort
- White anklet socks
- College bucket hat (logo)

Hats are essential and can be purchased from the School Uniform Shop. We have a “hats on” policy in Terms 1 and 4 – otherwise children must stay in the shade.

Footwear should be suitable for running and climbing – thongs and open sandals are not considered suitable.

**Winter**

**Boys**
- Fleecy Jacket (logo)
- Woollen Vee Neck Jumper (logo)
- Long sleeve polo shirt (logo)
- Double knee trackpants
- Gaberdine pants or shorts

**Girls**
- Fleecy Jacket (logo)
- Woollen Vee Neck Jumper (logo)
- Long sleeve polo shirt (logo)
- Tunic & Navy tights
- Double knee trackpants
- Bootleg pants

**Other items available are:**
- School bag (logo)
- Scarf
# Middle Years Uniform

## Summer

### Boys
- Short sleeved, buttoned collar shirt (logo)
- Gaberdine shorts or pants
- White anklet socks
- College bucket hat (logo)

### Girls
- Summer dress; or
- Short sleeved, buttoned collar shirt (logo)
- Ladies slacks (stretch)
- White anklet socks
- College bucket hat (logo)

Hats are essential and can be purchased from the School Uniform Shop. We have a “hats on” policy in Terms 1 and 4 – otherwise students must stay in the shade.

## Winter

### Boys
- Long sleeved, buttoned collar shirt (logo)
- Gaberdine pants or shorts
- Woollen Vee Neck Jumper (logo)
- Blazer (logo) – From Year 7
- School tie
- Navy anklet socks

### Girls
- Long sleeved, buttoned collar shirt (logo)
- Ladies slacks (stretch)
- Winter skirt
- Woollen Vee Neck Jumper (logo)
- Blazer (logo) – From Year 7
- School tie
- Navy knee high socks
- Navy tights

## Footwear
- Black leather lace up school shoes. **Girls T Bar shoes are not acceptable** due to occupational health and safety requirements.

## Sport Uniform - Unisex
- Microfibre shorts
- Short sleeved polo shirt – navy with emerald striped collar (logo)
- Fleecy trackpants

## Sport Footwear
- Appropriate footwear to be worn

## Other items available are:
- School bag (logo)
- Scarf

## Restrictions
- With the exception of a watch and one set of studs/sleeper earrings, jewellery is not to be worn. The wearing of make-up is not acceptable.

On the odd occasion that students cannot wear appropriate school uniform to school, parents should provide a note to the Sub School Manager on the day this happens.
Excursions

Throughout the year students will have the opportunity to take part in a number of excursions or sporting activities. A permission note will be sent home a minimum of 14 days prior to the event. To confirm planning and staffing for these events permission notes and payments are required 7 days prior to the date. We endeavour to give more notice for those events, such as camps (Years 3 to 9) and swimming programs, which incur a greater cost, with the requirement that camp costs and paperwork are finalised 14 days prior to departure.

Medical

Accidents and Injury

It is important to note that the Government does not insure students against accidents or injury whilst at school. It is important that parents take out Health Insurance. In a medical emergency an ambulance will be called, we encourage you to become members of the Ambulance Fund.

All staff take any injury seriously and if there is any doubt, parents are immediately contacted. In the case of any head injury, parents are contacted and requested to collect their child, as we do not have the facilities or staff to closely monitor any changes in condition. The school has trained first aid staff.

Allergies

If children have allergies of any kind we must be notified of these. There is a section on the enrolment form to provide details. If allergies are severe, consider buying your child a Medic Alert Bracelet. If medication for the allergy is required, please supply some to keep in the Sick Bay for use at school and fill out a ‘Medication Request Form’, which give staff permission to administer the medication. These forms are available at reception.

Please Note: Nut free zone

As we have students in our community who suffer severe anaphylaxis, we seek community support by not sending/providing nut products in lunches and snacks and encourage parents to talk to their children in relation to not sharing food.

Asthma

An Asthma Management Plan is required by the school for all children who suffer from Asthma. This form is filed in the sick bay so staff are aware of what medication to administer. Children are to supply their own asthma medication, which should be labelled with their name and dosage, and will be kept in the sick bay.

Medications

If a child requires any form of medication a ‘Medication Request From’ must be completed before staff can administer it. This form states the name of the medication, the amount and time to be administered and be signed by the parent or guardian. Without the completion of this form staff cannot administer medicines. Medication should be clearly labelled and in its original container. Medications should not be sent with students for them to self medicate themselves, this can pose a danger to them and other students who may lay their hands on this medication. **Medications must be handed to the office at the beginning of the day and are not to be held in students’ bags or in the classroom.**
## Communicable Diseases

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 service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 an 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule ‘medical certificate’ means a certificate of a register medical practitioner.

‘Contact’ means child of school or preschool age living in the same house as the patient, or who has been in association with an infected person or a contaminated environment.

‘Patient’ includes carrier.

‘School’ includes any preschool centre, kindergarten, primary school or secondary school.

The following information directs the exclusion of patients and contacts, please notify the school if your child suffers from any of the conditions detailed.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolyia)</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not an indication for continued exclusion</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later</td>
<td>Exclude family/household contacts until cleared to return by Secretary</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (‘cold sores’)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of cases</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>-----------</td>
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</tr>
<tr>
<td>Human immuno-deficiency virus infections (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of first contact with the first case they may return to school</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>If domiciliary, to be excluded until they have been receiving appropriate chemotherapy for at least 48 hours</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least 4 days after onset of the rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infections (including</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Disease</td>
<td>Action</td>
<td>Exclusion Notes</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Scarlet fever</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing <em>Escherichia coli</em> (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td>Worms</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

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

*This information is provided by the Communicable Diseases Section, Victorian Government Department of Human Services.*
General Information

Absences
Parents are required by law to communicate with the college when students are absent from school. This can be done via SMS or in a written note. The College SMS absence line is 0429 305 552. Parents will be notified at 11.00 am via an SMS of their child’s absence if notification has not been noted by the College. Parents who frequently absent their children from school without due cause are liable to prosecution in the Courts under the Education Act. If you need to take your child out of school, please send a brief note to his/her teacher beforehand giving relevant information and times. If the situation is an emergency, details must be given to the Principal before going to classrooms. Parents/guardians must report to Reception to sign the early leavers book. Students will then be called to Reception for collection.

Access - Custody
If there are any problems in relation to access please let us know. If you wish someone who is not known to your child’s teacher to collect your child, please provide them with a letter of introduction and ask them to check in at Reception. If custody restrictions apply to your child/ren please provide a copy of the documents.

Collecting Students - During School Hours
All parents are required to check in at Reception if they wish to collect their children during school hours.

Communication
Parents will be provided with continuing information regarding their child’s progress and school activities through regular parent/teacher conferences, school reports, weekly newsletters, information evenings, informal discussions, annual report and questionnaires.

Lost Property
There are always many articles of lost property. If we can identify any pieces of clothing then we return these to the owner. Any unclaimed lost property will be sorted at the end of each term. We strongly urge you to clearly name all clothing.

Personal Hygiene
Children are expected to present themselves at school with a clean and tidy appearance. Teachers will try to encourage general tidiness and pride in appearance.
**Outside School Hours Care Program**

We offer an Outside School Hours Care Program the details of which follow:

<table>
<thead>
<tr>
<th></th>
<th>Morning session 6.50 am to 8.30 am Breakfast included</th>
<th>Afternoon session 3.00 pm to 6.00 pm Afternoon tea included</th>
<th>Curriculum Days 7.00 am to 6.00 pm Breakfast included</th>
<th>Vacation Care 7.00 am to 6.00 pm Breakfast included</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>Morning session</td>
<td>6.50 am to 8.30 am</td>
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<tr>
<td></td>
<td>Breakfast included</td>
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<tr>
<td>Afternoon session</td>
<td>3.00 pm to 6.00 pm</td>
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<tr>
<td></td>
<td>Afternoon tea included</td>
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</tr>
<tr>
<td>Curriculum Days</td>
<td>7.00 am to 6.00 pm</td>
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<td></td>
</tr>
<tr>
<td>Vacation Care</td>
<td>7.00 am to 6.00 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Breakfast included</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost</td>
<td>$11.00 permanent booking</td>
<td>$15.00 permanent booking</td>
<td>$15.00 permanent booking</td>
<td>$15.00 permanent booking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$12.50 casual booking</td>
<td>$17.00 casual booking</td>
<td>$48.00 per day</td>
<td>$58.00 per day</td>
<td></td>
</tr>
</tbody>
</table>

*These program costs are current at July 2013.*

If you have any enquiries please contact the Manager Chriss Barker on 0400 548 618. Enrolment forms are available from Outside School Hours Care. Permanent and casual bookings are catered for.

**Student Reports and Student Learning Conferences**

Early in Term 1 an information meeting will be held to enable you to meet your child’s teacher and pass on any information that will help them support your child.

Each student is given two half yearly written reports. These reports are written according to DEECD Statewide Reporting guidelines. The report covers your child’s social and personal development, literacy and numeracy development, and the development of their skills, knowledge and understandings in their Integrated Curriculum/Inquiry learning work, Health & Physical Education and The Arts. These reports will be posted to parents at the end of Terms 2 and 4.

Student Learning Conferences are held each term with our Middle Years students participating in the discussion, demonstrating and sharing their progress with their parents. These conferences are also the forum for the development of Individual Learning Plans for students including the setting of learning goals in the areas of Literacy, Numeracy & Personal Development. Individual Learning Plans are written and posted at the beginning of each term.

**Valuables and Money** *(including mobile phones, electronic devices and electronic games)*

We do not encourage children to bring valuables or money to school. If however children do bring valuables or money to school, these should be given to the class teacher for safekeeping. The school will not be responsible for damage of valuables or any loss of money. **In the interest of security mobile phones must be handed in to the classroom teacher at the beginning of the school day, to be collected at 3.00 pm. A copy of the College Mobile Phone Policy is available from the office.**
Verse 1
As our college grows we are a strong community
Our students are friendly and the teachers are kind to me
And when I run home I know I’ve had a happy day
’Cos we all love to learn and we love to work and play

Chorus
Carranballac College, is the place for me
It’s a school and community where I love to be

Verse 2
We have the right to learn, we treat each other with respect
And at this great school, it’s a place you can connect
We feel that we belong here, there is no doubt at all
When we say Carranballac College, we stand tall


Staff Code of Practice

Staff employed at Carranballac F-9 College will work within the guidelines outlined in the document Schools of the Future Reference Guide - Section 6, and appropriate provisions of Teaching Service Orders.

Whole Staff Expectations
College Staff will be expected to:
• pursue excellence in education
• treat students with justice and equity, be alert to the consequences of behaviour and encourage students to do the same
• participate in relevant professional development activities
• be open and responsive to change and keep abreast of current educational practices
• contribute in a positive way to staff welfare and the support of colleagues
• be aware of and respect the need for confidentiality both within and beyond the school community
• behave and dress in an appropriate and professional manner
• continually communicate with other staff members on matters of importance and relevance.

Teaching Staff Expectations
Teachers will be expected to:
• understand how students develop and learn and be able to respond to individual differences and learning styles
• ensure equal access to learning resources
• provide a positive role model for students
• organise programs which engage students in a positive and stimulating learning environment
• be team members in policy and program planning, implementation and evaluation
• set high but achievable expectations for student learning and behaviour
• demonstrate teaching strategies which actively
  - involve students in real life learning situations
  - encourage students to take risks and learn from errors
  - build upon student experience, interests and needs and link theory to practice
  - foster co-operation in learning
• reflect upon their own teaching practices and be able to engage other teachers collaboratively in that process
• assist the development of trainee teachers and work experience students.

Responsibilities
Teachers are expected to:
• provide a record of short and long term planning
• maintain consistent records of curriculum evaluation and student assessment
• be involved in the implementation of school policy and programs
• report students’ academic and personal progress to parents in the prescribed school format
Student Code of Conduct

The code of conduct at Carranballac F-9 College is based on Guidelines for Developing the Student Code of Conduct incorporating Student Discipline Procedures and Ministerial Order No. 1, Discipline of Pupils. It also outlines some unique principles and practices as developed at this school, in response to our unique needs.

**Basic Principles**
The following are the principles on which the Code of Conduct at this college is based:
- that students are increasingly responsible for their own behaviour
- that all behaviours have consequences
- that students have a right to learn in a safe and orderly environment
- that students learn and behave well when they experience success in the school environment
- student behaviour is the joint responsibility of parents and teachers
- that there are some students who need an individual behaviour plan if their behaviour is to be changed.

**Classroom Rules**
Each classroom conducts a regular class meeting system. Classroom rules are worked out and agreed to by the students. The working of rules for each classroom varies according to the level of the students. However they all have rules to cover these areas: Curriculum, Learning, Treatment, Safety/Security, Movement, Conflict.

**Consequences**
A range of positive rewards are used to highlight positive behaviour: classroom awards, Principal Awards, a daily playground reward system and use of weekly assembly to focus on these.

At all times it should be stressed that the first priority is to discourage unacceptable behaviour by highlighting acceptable good behaviour, eliminating situations where unacceptable behaviour might occur and providing programs which teach understanding, processes and skills that lead to acceptable behaviour.

Where unacceptable behaviour does occur, it should be dealt with consistently, systematically and co-operatively by teachers, parents and students using processes designed to change such behaviour to more acceptable forms.
Community Code of Conduct

The open relationship and mutual respect between staff, parents and students at our college encourages a positive, happy learning environment. As a new school, Carranballac F-9 College is in the unique position of not having existing community structures. This area is made up of existing and rapidly developing housing estates and we have a community that is only starting to establish itself. The college has become the social centre for this community.

The college encourages parents to:
- participate in school activities
- attend information evenings and special events
- support fundraising activities and financial contributions
- promote our school within the wider community
- become actively involved in voluntary work around the school
- offer, where able, any expertise or resources that would complement school programs
- acknowledge achievements of individuals and groups within the school

The college expects parents to:
- ensure regular and punctual attendance
- ensure children arrive in a proper state of health and hygiene, and are appropriately attired each day
- support the Student Code of Conduct
- respect the professionalism of staff
- provide the school with relevant information regarding the needs and necessities of their children (eg. medical and emergency contact information)
- respect the rights and privacy of other community members
- instil a sense of pride, politeness and appropriate behaviour in children

The college community has the right to expect:
- confidentiality of personal information
- an expression of appreciation for voluntary work
- the physical safety of all children while under school care, and that emergency services will be called if necessary
- that every effort will be made to ensure children will be free from harassment of any kind while under school care
- information of their child’s progress
- their children will be educated to the best of individual ability and that no child will be denied the right to a general education for personal, or financial reasons
- respect from staff and students
Bullying Policy

Definition:
A person is bullied when they are exposed regularly and over time to negative actions on the part of one or more persons. Bullies are people who deliberately set out to intimidate, exclude, threaten and or hurt others. They can operate alone or as a group.

Rationale:
The school will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in the school environment.

Aims:
- To reinforce within the school community that no form of bullying is acceptable.
- Everyone within the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of bullying are followed up and that support is given to both victim and perpetrator.
- To seek parental and peer-group support and co-operation at all times.

Implementation:
- Parents, teachers and community will be made aware of the school’s position on bullying.
- The school will continue with existing structures and introduce others as seen to be appropriate.

A. Primary Prevention:
- To provide programs that promote resilience, life skills and protective factors
- Bullying survey and yard survey at least twice annually - if possible one person to administer and explain bullying: Ref: ‘Bullying’ video by Sue Benne.
- ‘You Can Do It Education’ program implemented across the school.
- Bright Ideas program.
- Social Skills programs to develop resilience, conflict resolution, assertiveness and problem solving.
- Each classroom teacher to clarify at the start of each year the school policy on bullying.
- Staff and students to promote the philosophy of ‘No Put Downs’.

B. Early Intervention:
- Promoting children reporting bullying incidents upon themselves or witnessed.
- Bullying survey at least twice yearly.
- Classroom teachers on a regular basis reminding students to report incidents and that reporting is not dobbing.
- Parents encouraged to contact school if they become aware of a problem.
- Cooling Off Area – safe place for a child to access.

C. Intervention:
- Those identified through Bullying Survey will be counselled.
- Once identified; bully, victim and witnesses talked with, and all incidents fully investigated and documented.
- Both bully and victim offered counselling and support.
- If bullying is ongoing, parents contacted and consequences implemented consistent with school Student Code of Conduct.
• Ongoing monitoring of identified bullies.

**D. Post Violation:**

- Consequences may involve
  - exclusion from class
  - exclusion from yard
  - school suspension
  - withdrawal of privileges
  - ongoing counselling from appropriate agency for both victim and bully.

**Evaluation:**

This policy will be reviewed as part of the school’s three year review cycle.

| School Council last ratified this policy in March 2011 | Review: March 2014 | Policy No: 3 | Date Produced: August 2002 |
Complaints Resolution Policy

Rationale:
- Our college has both a desire and a responsibility to ensure that high standards of conduct are maintained by staff and students at all times, and that complaints are managed and resolved fairly, efficiently, promptly and in accordance with relative legislation.

Aims:
- To provide a harmonious, positive and productive school environment.
- To resolve complaints fairly, efficiently, promptly and in accordance with relative legislation.

Implementation:
- Our college seeks to provide a positive, harmonious and productive environment.
- It is the Director’s responsibility to provide a healthy and positive school environment that is free from discrimination and harassment. In doing so, the Director must ensure that all staff are aware of their rights and responsibilities.
- The Director is required to use local complaints resolution procedures, where appropriate, for resolving complaints in relation to issues that fall within the school’s area of responsibility. All cases of serious misconduct – sexual offences, criminal charges, other serious incidents – must instead be referred to the DEECD Complaints and Investigations Unit.
- It is incumbent upon the Director to act where unacceptable conduct is observed or brought to his or her attention.
- A complainant may at any stage choose to take their complaint directly to an external agency such as the Merit Protection Boards, Victorian Equal Opportunity Commission, the Human Rights and Equal Opportunity Commission or the Ombudsman.
- It is important that all complaints, ensuing procedures and outcomes are fully documented.
- The Director may choose to respond to a complaint through an informal process in cases where the complaint is minor, the complainant wishes the matter to be dealt with informally, or the complaint has arisen from lack of or unclear communication.
- Formal processes will be used when informal processes haven’t been successful, a complainant seeks a formal process, or the director believes the complaint warrants formal investigation.
- Full details regarding formal complaint resolution procedures are contained within the DEECD ‘Local Complaints Resolution Procedures’ handbook, and contain the following steps.
  1. Investigating the complaint including formal interviews, written statements, conveying the details of the complaint to the respondent in writing providing the opportunity for a written response.
  2. Dismissing or Accepting the complaint. Acceptance may involve the Complaints & Investigations Unit, verbal or written warnings, conciliation, or counselling etc.
  3. Preparation of a detailed confidential report.
  4. Monitoring of the situation.
- Parties dissatisfied with the process can appeal to the previously mentioned external agencies.
- All matters must be treated with utmost confidentiality, and professional respect at all times.

School Council last ratified this policy in March 2011
Review: March 2014
Policy No: 4
Date Produced: August 2002

Reference: DEECD ‘Local Complaints Resolution Procedures’ handbook
www.sofweb.vic.edu.au/hrm/PayCond/lcrp.htm
Homework Policy

**Rationale:**
- Carranballac F-9 College is committed to the wholistic development of each child and their connectedness to their family.

**Aim:**
- Carranballac families are encouraged to interact in quality learning experiences as a family entity to establish practices for lifelong learning.

**Implementation:**
- Families are advised upon enrolment at Carranballac F-9 College of our belief in the value of shared family experiences.
- Students are encouraged to enjoy meaningful tasks related to in school learning activities to enhance their development.
- Suggested shared family experiences are accessible on the school website and via the newsletters and classroom teachers.
- Shared family experiences are non-compulsory but highly recommended.

**Early Years Sub-School (Foundation – Year 4):**
- Regular reading for knowledge and/or pleasure “to, with and by” parents
- **Shared family activities/tasks, such as those noted in the partnership link component of Individual Learning Plans,**
- Shared family activities, events and happenings.
- **Participation in family activities promoted by the school including:** *The Carranballac Corker, The Victorian Premier’s Reading Challenge*
- On line numeracy tasks.

**Middle Years Sub-School (Year 5 - 9):**

*Years 5 – 8*
- Independent self-initiated reading for knowledge and/or pleasure on a daily basis
- **Research and discussion related to the classroom topics of inquiry/integrated learning**
- **Shared family activities/tasks, such as those noted in the partnership link component of Individual Learning Plans,**
- Shared family activities, events and happenings.
- **Participation in family activities promoted by the school including:** *The Carranballac Corker, The Victorian Premier’s Reading Challenge*
- Regular family discussions about current affairs.
- On line numeracy tasks.

*Year 9*
- Independent self-initiated reading for knowledge and/or pleasure on a daily basis
- **Research and discussion related to the classroom topics of inquiry/integrated learning**
- Learning experiences may be assigned which are connected to school programs and initiatives *(maximum 5 hours per week)*
- **Shared family activities/tasks, such as those noted in the partnership link component of Individual Learning Plans.*
- Shared family activities, events and happenings.
- Regular family discussions about current affairs.
- Online numeracy tasks.

**Evaluation:**
- This policy will be reviewed as part of the school’s three year review cycle.

Medication Policy

Rationale:
- Teachers and schools are often asked by parents to administer medication for their children while at school. It is important that such requests are managed in a manner that is appropriate, ensures the safety of students and fulfils the duty of care of staff.

Aims:
- To ensure the medications are administered appropriately to students in our care.

Implementation:
- Children who are unwell should not attend school.
- There will be a Designated Non Teaching (to be known as the Medication Administrator) staff member responsible for administering prescribed medications to children.
- Non-prescribed oral medications (eg: headache tablets) will not be administered by school staff.
- All parent requests for the Medication Administrator to administer prescribed medication to their child must be in writing on the form provided and must be supported by specific written instructions from the medical practitioner or pharmacist including the name of the student, dosage and time to be administered (original medications bottle or container should provide this information).
- All verbal requests for children to be administered prescribed medications whilst at school must be directed to the Medication Administrator, who in turn, will seek a meeting or discussion with parents to confirm details of the request and to outline school staff responsibilities.
- Requests for prescribed medications to be administered by the school ‘as needed’ will cause the Medication Administrator to seek further written clarification from the parents.
- All student medications must be in the original containers, must be labelled, must have the quantity of tablets confirmed and documented, and must be stored in either a locked office first aid cabinet or office refrigerator, whichever is most appropriate.
- Consistent with our Asthma Policy, students who provide the Medication Administrator with written parent permission supported by approval of the principal may carry an asthma inhaler with them.
- Classroom teachers will be informed by the Medication Administrator of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications from the Medication Administrator.
- All completed Medication Request Forms and details relating to students, their prescribed medication, dosage quantities and times of administering will be kept and recorded in a confidential official loose-leaf medications register located in the school office by the Medication Administrator in the presence of, and confirmed by, a second staff member with a copy forwarded to the classroom teacher.
- Students involved in school camps or excursions will be discreetly administered prescribed medications by the ‘Teacher in Charge’ in a manner consistent with the above procedures, with all details recorded on loose leaf pages from the official medications register. Completed pages will be returned to the official medications register on return of the excursion to school.
- Parents/carers of students that may require injections are required to meet with the principal to discuss the matter.
- The Medication Administrator must have a designated back up in case of absence.
- The administration of medicine will be carried out in accordance to the appropriate government legislation.

Evaluation:
- This policy will be reviewed as part of the college’s three year review cycle.

| School Council last ratified this policy in March 2011 | Review: March 2014 | Policy No: 8 | Date Produced: July 2003 |
Medication Authority Form
for a student who requires medication whilst at school

This form should be completed ideally by the student’s medical/health practitioner, for all medication to be administered at school. For those students with asthma, an Asthma Foundation’s School Asthma Action Plan should be completed instead. For those students with anaphylaxis, an ASCIA Action Plan for Anaphylaxis should be completed instead. These forms are available from section 4.5 Student Health in the Victorian Government School Reference Guide: www.education.vic.gov.au/referenceguide.

Please only complete those sections in this form which are relevant to the student’s health support needs.

Name of School: Carranballac F-9 College

Student’s Name: _______________________________ Date of Birth: ________________

MedicAlert Number (if relevant): __________________ Review date for this form: __________

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:

<table>
<thead>
<tr>
<th>Name of Medication/s</th>
<th>Dosage (amount)</th>
<th>Time/s to be taken</th>
<th>How is it to be taken? (eg orally/topical/injection)</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Start date: / /</td>
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<td>End Date: / /</td>
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<td></td>
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<td></td>
<td>□ Ongoing medication</td>
</tr>
</tbody>
</table>

|                      |                 |                   |                                 | Start date: / / |
|                      |                 |                   |                                 | End Date: / / |
|                      |                 |                   |                                 | □ Ongoing medication |

|                      |                 |                   |                                 | Start date: / / |
|                      |                 |                   |                                 | End Date: / / |
|                      |                 |                   |                                 | □ Ongoing medication |

Medication Storage
Please indicate if there are specific storage instructions for the medication:

__________________________________________________________________________

Medication delivered to the school
Please ensure that medication delivered to the school:

☐ Is in its original package

☐ The pharmacy label matches the information included in this form.
Self-management of medication

Students in the early years will generally need supervision of their medication and other aspects of health care management. In line with their age and stage of development and capabilities, older students can take responsibility for their own health care. Self-management should follow agreement by the student and his or her parents/carers, the school and the student’s medical/health practitioner.

Please advise if this person’s condition creates any difficulties with self-management, for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment:

Monitoring effects of Medication

Please note: School staff do not monitor the effects of medication and will seek emergency medical assistance if concerned about a student’s behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

Authorisation:

<table>
<thead>
<tr>
<th>Name of Medical/health practitioner:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Role:</td>
<td>--</td>
</tr>
<tr>
<td>Signature:</td>
<td>--</td>
</tr>
<tr>
<td>Date:</td>
<td>--</td>
</tr>
<tr>
<td>Contact details:</td>
<td>--</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Parent/Carer or adult/independent student**:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

If additional advice is required, please attach it to this form

**Please note: Adult student is a student who is eighteen years of age and older. Independent student is a student under the age of eighteen years and living separately and independently from parents/guardians (See Victorian Government Schools Reference Guide 4.6.14.5).
Mobile Phone Policy

Rationale:
- Mobile phones may be a security measure put in place by families for students travelling to and from school.

Aims:
- To support families who opt for this medium as a safety measure for their children travelling to and from school within a context of respect for student safety and privacy.
- To support student understanding that mobile phones should always be used with respect to people’s rights and privacy.

Implementation:
- Students bringing mobile phones to school are to hand these to the teacher at the beginning of each day. Students are required to collect phones from teachers at the end of each day.
- The college does not accept responsibility for lost or damaged mobile phones. However teachers will place mobile phones in a secure location.
- Mobile phones are not to be used or sited within the college grounds.
- Mobile phones are not permitted on camps or excursions.
- Students misusing mobile phones at school or causing a nuisance will be accountable.
- The principal may revoke a student’s privilege of bringing a mobile phone to school.

Evaluation:
- This policy will be reviewed as part of the college’s three year review cycle.
Transition to Primary Policy

Rationale:
- Pre-school students commencing school are required to cope with a very different environment. It is our college’s responsibility to make this transition as enjoyable and successful as possible.

Aims:
- To provide a smooth and efficient transition from kindergarten, and pre-school environments to primary school with support provided to those who require it.
- To initiate the educational partnership between parents, students and teachers.

Implementation:
- Transition from pre-school environments to primary school should be a positive experience for both students and parents.
- Carranballac F-9 College will appoint a staff member to coordinate our prep transition program.
- The protocol outlined in the policy document Wyndham District, “Transition to Primary School”, will be followed.
- Carranballac F-9 College will communicate with each feeder kindergarten and pre-school setting to inform them of the names of students who have enrolled at the college, following the local protocol.
- Information will be sought about each child from the kindergartens and pre-school settings, and meetings will be organised with parents of children with special needs to discuss programs and resource requirements. The transition coordinator will liaise with our wellbeing officer.
- A transition program will be organised during Term 4, which allows each child (and their parents) the opportunity to attend our school on several occasions during the term. Our Transition coordinator will communicate with kindergartens and pre-school settings regarding this program.
- The Foundation/1 unit will determine the program for transition sessions with a focus on familiarization.
- Where possible teaching personnel will be identified for the following year.
- During our transition program, parents will be invited to attend information sessions which will provide additional information about the school’s programs and procedures.
- All Foundation families will receive a “welcome” package that will arrive at their home address over the Christmas vacation period.
- A morning tea for parents will be provided on the first day of school, with specialist staff assisting classroom teachers with the needs of the new students.
- Foundation Entry Assessment Procedures will be administered on Wednesdays during the month of February, therefore, Foundation students are not required to attend on these days.

Evaluation:
- This policy will be reviewed as part of the college’s three year review cycle.
- Participation in the Transition program by prospective students and their families.
- Attendance at the Information session.

School Council last ratified this policy in March 2011
Review: March 2014  Policy No: 12  Date Produced: October 2004

36
Transition to Secondary Policy

Rationale:
- Carranballac F-9 College is a Foundation to Year 9 school operating within the context of the stages of schooling, Early Years - Foundation to Year 4 and Middle Years - Years 5 to 9. Many of our Year 6 students remain at Carranballac P-9 College for their secondary education. Students from other primary schools join us at Year 7. Primary students moving to secondary school often perceive a different environment. It is our college’s responsibility to make this transition as enjoyable and trouble free as possible.

Aims:
- To provide a smooth and efficient transition from a primary to secondary environment with support provided to those who require it.

Implementation:
- Transition from primary to secondary school should be a positive experience for both students and parents.
- Carranballac F-9 College will appoint a Year 7 Transition Co-ordinator. This coordinator will contact the Year 6 Transition Co-ordinator at each feeder primary school to support a smooth transition for new students.
- An information evening for prospective students and parents will be organised early Term 4 so that parents and students can be introduced to our environment and our community values.
- The Year 7 Transition coordinator will organise Carranballac F-9 College Orientation Day on the designated date determined at a local level.
- Parents are welcome to make personal appointments with the Middle Years Sub School Manager to discuss their child’s potential enrolment at the college.
- Enrolments will be considered within the context of the Point Cook Precinct Enrolment Strategy, the enrolment ceiling determined by Western Metropolitan Region and statewide rules.
- Once enrolments have been considered, we will communicate with each feeder primary school to confirm the names of students who have enrolled at our college in accordance with district protocols.
- Within the timelines established at a local level, all parents will receive a welcome package containing information about the school and Carranballac F-9 College enrolment forms.
- Information will be sought from feeder schools regarding social and personal development, literacy and numeracy development and any particular strengths of each student. Where required, meetings will be organised with parents of students with special needs to discuss appropriate programs and resource requirements.
- A strategic approach will be taken to plan a transition program during Term 4, which provides each student and their parents, with the opportunity to be introduced into our school community and participate in activities such as the Statewide Orientation Day.

Evaluation:
- This policy will be reviewed as part of the school’s three year review cycle.

Uniforms are available for purchase through the College uniform shops located at Boardwalk School & Jamieson Way School. Open hours are as follows: **Monday 8.30 am to 9.00 am**  **Thursday 3.00 pm to 3.30 pm**  
- Orders can be placed outside these hours at either office

Student's Name: ___________________________ Grade: ____________
Parent/Guardian: Name: ___________________________ Contact Phone Number: ____________

<table>
<thead>
<tr>
<th>Summer Uniform</th>
<th>Size</th>
<th>Cost Includes GST</th>
<th>No Required</th>
<th>Size Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Sleeved Polo Shirt - Striped Collar</td>
<td>4 - 16</td>
<td>$30.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaberdine Shorts with zip pocket</td>
<td>4 - 16</td>
<td>$21.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Skort</td>
<td>4 - 16</td>
<td>$20.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Dress</td>
<td>4 - 16</td>
<td>$45.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>S/M/L/XL</td>
<td>$14.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Uniform</th>
<th>Size</th>
<th>Cost Includes GST</th>
<th>No Required</th>
<th>Size Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Sleeve Polo Shirt- Striped Collar</td>
<td>4-16</td>
<td>$32.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Polar Fleece Jacket</td>
<td>4 - 14</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vee Neck Woollen Jumper</td>
<td>4 - 8</td>
<td>$62.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 - 14</td>
<td>$67.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Knee Trackpants Zip Pocket</td>
<td>4 - 16</td>
<td>$28.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bootleg Pants</td>
<td>4 - 16</td>
<td>$30.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaberdine Pants</td>
<td>4 - 16</td>
<td>$35.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Tunic</td>
<td>4 - 10</td>
<td>$47.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Girls Tights</td>
<td>4-6, 7-10, 11-14</td>
<td>$12.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarf</td>
<td></td>
<td>$23.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Items</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Bag</td>
<td>One Size</td>
<td>$38.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Bag</td>
<td>One Size</td>
<td>$11.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Cost of Order** $ 

Amount Paid : $ ____________________________
Receipt Number: ____________________________ Date Order Placed: _________
Uniforms are available for purchase through the College uniform shops located at Boardwalk School & Jamieson Way School. Open hours are as follows:

**Monday 8.30 am to 9.00 am**  **Thursday 3.00 pm to 3.30 pm**
- Orders can be placed outside these hours at either office

Student’s Name: ___________________________  Grade: ______
Parent/Guardian: Name: _____________________________
Contact Phone Number: ___________________________  Mobile No ___________________________

### Unisex Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Cost Includes GST</th>
<th>No Required</th>
<th>Size Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Sleeved Shirt - (Blue)</td>
<td>4 to 16</td>
<td>$28.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 to 26</td>
<td>$31.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Sleeved Shirt - (Blue)</td>
<td>4 to 16</td>
<td>$30.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18 to 26</td>
<td>$33.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vee Neck Woollen Jumper</td>
<td>4 to 8</td>
<td>$62.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 to 14</td>
<td>$67.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S to 3XL</td>
<td>$73.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bucket Hat</td>
<td>S/M/L/XL</td>
<td>$14.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Tie</td>
<td></td>
<td>$18.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scarf</td>
<td></td>
<td>$23.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blazer Unisex Twill*</td>
<td>80 - 125</td>
<td>$180.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A 50% **Non Refundable Deposit** is required at time of order for Blazer

### Girls Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Cost Includes GST</th>
<th>No Required</th>
<th>Size Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ladies Slacks (stretch)</td>
<td>6 to 26 (womens)</td>
<td>$46.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer Dress</td>
<td>4 to 14 (girls)</td>
<td>$45.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 to 26 (womens)</td>
<td>$57.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Skirt</td>
<td>6L to 26L</td>
<td>$58.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Navy Knee High Sock (Winter)</td>
<td>2-8, 8-11</td>
<td>$7.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladies Tights (Winter)</td>
<td>Mid, Tall, XTall</td>
<td>$17.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Boys Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Cost Includes GST</th>
<th>No Required</th>
<th>Size Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gaberdine Shorts- Zip Fly</td>
<td>62 cm to 117cm</td>
<td>$34.50</td>
<td>No</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Gaberdine Pants  Zip Fly</td>
<td>62 cm to 117 cm</td>
<td>$46.00</td>
<td>No</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Navy Anklet Socks (pkt 3 all year)</td>
<td>2-8, 8-11</td>
<td>$17.00</td>
<td>No</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

## Sports Uniform

<table>
<thead>
<tr>
<th>Item</th>
<th>Size</th>
<th>Cost Includes GST</th>
<th>No Required</th>
<th>Size Required</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microfibre Shorts</td>
<td>4 to L</td>
<td>$23.50</td>
<td>No</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Short Sleeved Polo Shirt - Navy Striped Collar</td>
<td>4 to 14, S to 2XL</td>
<td>$29.00, $32.00</td>
<td>No</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Fleecy Trackpants Straight Leg</td>
<td>4 to 14, S to L</td>
<td>$27.00, $32.00</td>
<td>No</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Navy Knee High Socks</td>
<td>2-8, 8-11</td>
<td>$7.00</td>
<td>No</td>
<td>Required</td>
<td></td>
</tr>
</tbody>
</table>

## Additional Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost Includes GST</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Bag - One Size</td>
<td>$38.00</td>
</tr>
<tr>
<td>Black leather school shoes should be purchased from a local supplier</td>
<td></td>
</tr>
</tbody>
</table>

## Total Cost of Order

<table>
<thead>
<tr>
<th></th>
<th>$</th>
</tr>
</thead>
</table>

Amount Paid : $______________

Receipt Number: ________________

Date Order Placed: ________________
Cold Drinks

Juice Boxes
Orange, Apple, Tropical Juice or Apple & Blackcurrant $1.80

Bottled water, 500ml $2.50

Oak – fresh milk
Chocolate, Strawberry, Banana $2.50

Flavoured Milk
Chocolate, Strawberry $2.50

Quench flavoured Spring water
Apple/Raspberry, Blue Heaven, Orange, Lemonade $2.50

Milk (with sipper straw) $1.70

Up & Go Liquid - Breakfast Drink
Chocolate or Banana $2.50

Frozen Foods

Moosies
Chocolate, Strawberry, Blue Heaven or Banana $2.00

Bulla Frozen Yoghurt Cups
Raspberry or Mango $2.00

Juicy Tubes
Wild Berry, Tropical or Lemonade $1.50

Berri Juice Cups
Apple or orange $1.50

Queche Fruit Sticks
Variety of Flavours $0.80

Frozen Oranges (piece) $0.10

Dry Snacks

Red Rock Chips
Plain or Honey & Soy $1.80

Koala Pop Corn
Light Salted, BBQ, Cheese or Chicken $1.80

Grain Waves
Soup Cream $1.80

Mamee Noodle Snacks
BBQ or Chicken $1.00

Slushys
*Only available over the lunch counter $2.00

The Canteen relies on assistance of volunteers to provide our healthy menu. If you can assist us please drop into the canteen and we will help you get started.

OPEN Monday to Friday
for lunch orders and over the counter sales at recess and lunch

Carranballac College
# Sandwiches and Rolls
Available every day

Please choose fillings which are individually priced

<table>
<thead>
<tr>
<th>Sandwich with margarine</th>
<th>$2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>- white or wholemeal</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bread Roll with margarine</th>
<th>$2.30</th>
</tr>
</thead>
<tbody>
<tr>
<td>- white or light wholemeal</td>
<td></td>
</tr>
</tbody>
</table>

| Wraps | $3.00 |

**Fillings:**
- Vegemite $0.10
- Cheese $0.50
- Chicken* $1.60
- Ham $1.60
- Tuna $1.60
- Roast Beef $1.60
- Salad (all) $1.40 or $0.40 each
  - (lettuce, carrot, beetroot, tomato, cucumber)
- Mayonnaise $0.20
- Chutney $0.20

* Halal

---

# Salad Boxes
Available every day

Lettuce, carrot, beetroot, tomato, cucumber, cheese $4.50

- Add Roast Beef, Chicken, Ham or Tuna $6.00
- Add Mayonnaise $0.20

---

# Fresh Snacks

- Vegetable Batons (per bag) $1.00
- Cheese cubes (per bag) $1.00
- Frozen Pineapple Rings $0.80
- Rice Crackers $0.50
- Rice Cakes $0.50
- Baked special From $1.00
- Fresh fruit (seasonal) $1.00
- Fresh Orange Pieces $0.10
- Jelly Fruit Cups $1.20
- Hot Corn Cobs $1.20

---

# Lunch Box
Every day special

4 x sandwich sushi -
  - cheese or vegemite

Juice box, Cheese stick, Rice crackers & Carrot sticks $5.50

---

# Specials

## Monday to Thursday Menu

| NEW | Traveller Pie with sauce extra $0.30 | $3.80 |
| --- | Chicken* Burger or Vegetable Burger Served with tomato and Lettuce with Mayo or sauce extra $0.20 | $5.00 |
|     | Beef Lasagna                         | $5.00 |
|     | Sweet Chilli Chicken Tenders* Sub Roll with Lettuce with Sour Cream extra $0.50 | $5.00 |
|     | Fried Rice - Vegetarian              | $4.00 |
|     | Hawaiian pizza (pizza sauce, ham, pineapple & cheese) | $3.20 |
|     | Margherita Pizza (pizza sauce, oregano & cheese) | $2.60 |
|     | Focaccia - Ham & Cheese or Cheese & Tomato | $4.50 |

## Wednesdays Only

| NEW | Steamed Dim Sims with soy sauce extra $0.20 | $1.00 each |

## Friday Menu

- Spaghetti Bolognaise or Macaroni Cheese with garlic bread $5.50
- Meal Deal Spaghetti Bolognaise or Macaroni Cheese with garlic bread & OAT Milk Just $5.50

| NEW | Sausage Roll with sauce extra $0.30 | $3.00 |

* Halal
SoundHouse Music Schools
Carranballac P-9 College

Manager
Gaye Edmonds  Mobile: 0438 548603  Email: edmonds.gaye.r@edumail.vic.gov.au

Enrolment Form 2015
Term 2 Payment due date: Wednesday 15 April 2015
Term 2 lessons will commence Monday 20 April 2015 to Friday 26 June 2015

I would like to enroll my child in:

<table>
<thead>
<tr>
<th>Keyboard</th>
<th>Drums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electric Guitar</td>
<td>Singing &amp; Performing</td>
</tr>
</tbody>
</table>

$140 per term

Please note that there are a limited number of spaces in the Drum program at Jamieson Way School. Places will be filled in order of receipt of enrollment form and payment. A waiting list will be established and additional classes will be scheduled if demand is sufficient.

Student’s Name: ___________________________  Class: __________
Parent/Guardian Names: ___________________________
Contact numbers: ___________________________

I acknowledge that I have read and agree to the terms and conditions of enrollment in the SoundHouse Music Program.

Signature: ___________________________  Date: _____/_____/2015
Payment method  □ Bpay  □ Cash  □ EFT/Credit Card at office only

Please note: This year our preferred method of payment is via Bpay. If you require your Biller Code and Reference Number or have a question please contact the office. Reminder notices for Terms 3 and 4 will be sent to you.

Payment is required in advance before students are able to participate in the program.

BPAY details

I have transferred $ _____ via BPAY to Carranballac P-9 College on _____/_____/2015.

Payer’s Signature: ___________________________

**Please note in accordance with college policy all payments and permission notes must be received by the due date to ensure the student’s participation in the activity. Please send completed form to the college office, along with the signed permission note.
### Office Use Only

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Amount</th>
<th>Receipt</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 2</td>
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### SoundHouse Music Schools

<table>
<thead>
<tr>
<th>School 1</th>
<th>School 2</th>
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<tbody>
<tr>
<td>Moonee Ponds West PS</td>
<td>Strathmore North PS</td>
</tr>
<tr>
<td>Aberfeldie Primary School</td>
<td>Carranballac P-9 College</td>
</tr>
<tr>
<td>Footscray West Primary School</td>
<td>Manor Lakes College</td>
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### SoundHouse Music Schools Terms and Conditions

Tuition is available in Guitar, Keyboard, Drums, and SAP (Singing and Performing). Lessons are held in groups during school hours. Students are guaranteed between 32 lessons/performances/rehearsals or concerts per year. Places are limited in some groups. A waiting list will apply.

Unfortunately lessons lost due to illness or school activities cannot, in general, be made up. Attendance rolls are kept for all classes and make-up lessons will only be provided due to a SoundHouse teacher’s absence. It is best to look at the SoundHouse program over a 12 month period rather than on a weekly basis because there are many school activities to be accommodated.

Parents and students acknowledge that satisfactory and reasonable progress is dependent upon regular, daily practice.

Fees are $140.00 per term and are payable **IN ADVANCE** for the term. There are no refunds for children who drop out during the term. If you wish to withdraw your child from the program please provide written advice. We ask that we be informed BEFORE the beginning of the next term because there is a lot of work involved with the structure of groups and music timetables.

Circumstances such as long-term holidays or illness etc can be discussed with the SoundHouse Manager at the school.

It is recommended Foundation students begin the SoundHouse Program from Term 2.

Please provide a folder with plastic pockets for students to store their music.

**All enrolment forms must be submitted at the office with full payment.**
Out of School Hours Care

Parent Handbook 2015

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<thead>
<tr>
<th>Service</th>
<th>CRN</th>
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<tbody>
<tr>
<td>Before &amp; After School Care BW</td>
<td>407025367L</td>
</tr>
<tr>
<td>After School Care JW</td>
<td>407378023L</td>
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<tr>
<td>Vacation Care</td>
<td>407061096A</td>
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CONTACT:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Details</th>
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<tbody>
<tr>
<td>OSHC Manager/Education Leader</td>
<td>Chriss Barker</td>
<td>Mobile: 0400 548 618</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:barker.christine.l@edumail.vic.gov.au">barker.christine.l@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Program Co-ordinator BOSHC</td>
<td>Samita Bisto</td>
<td>Mobile: 0438 135 486</td>
</tr>
<tr>
<td>Program Co-ordinator JOSHC</td>
<td>Debra Stripeikis</td>
<td>Mobile: 0407 805 655</td>
</tr>
<tr>
<td>Carranballac F–9 College</td>
<td></td>
<td>Phone: 03 9395 3533</td>
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</tbody>
</table>
Welcome to the Carranballac F-9 College Out of School Hours Care. We aim to provide your children with care of the highest possible standard within a safe, secure and stimulating environment. This handbook has been created as a guide for new families to Outside School Hours Care referred to as OSHC. Please read this handbook thoroughly and keep for future reference. The OSHC Manager, Chriss Barker is available to answer any questions or concerns you may have.

We hope you and your children enjoy the time spent in our service.

INTRODUCTION

In response to the community needs of the area, Carranballac F-9 College has established and operates an Out of School Hours Childcare (OSHC) Service for both Boardwalk School and Jamieson Way School. The service incorporates Vacation Care, Curriculum Day Care, Before School Care and After School Care. The service operates to provide high quality childcare in a safe, enjoyable and caring environment. This service is provided at minimal cost and enables parents to pursue options leading to employment, training, recreation and the pursuit of personal interests.

OSHC provides a wide variety of activities that are prepared and implemented in a friendly environment. They cater for children’s social, emotional, intellectual, language, physical and creative needs. In this way the service endeavors to complement the college's activities and be consistent with the college's policies and practices.

SERVICE PHILOSOPHY AND GOALS

To provide a quality school-aged childcare service that is community-based, flexible and meets each child’s need for care in a creative, stimulating, safe and secure environment before and after school and during school holidays. The philosophy is implemented by the following goals:

To offer a flexible service that responds to the care and recreational needs of children

To provide an environment for children that:

- is both safe and challenging
- fosters individuality, recognising needs and interests
- promotes physical health and well being
- values the benefit of play in both structured and self-directed experiences
- fosters a spirit of equity and inclusion

To ensure that the service accurately reflects the needs of children and parents by:

- encouraging comments and feedback from all parents
- acknowledging and being sensitive to the cultural backgrounds of families

To ensure that staff are able to:

- fulfill the role and responsibilities they are employed to undertake
- have their needs met
Purpose
To respond to community needs in providing OSHC for children of Carranballac F-9 College.

Guidelines
- To operate an Out of School Hours Care Program to cater for students attending Boardwalk School and Jamieson Way School.
- To ensure that principles of respect for others, both staff and students, and the school are adhered to. To promote responsibility for oneself, for others and recognise the rights of staff and students.
- For the program to be a highly valued resource of the school and one which widely informs the community.
- The service will operate in accordance with the expectations of the National Quality Framework for Out of School Hours Services.
- The service will strive to meet the highest level of Quality Assurance.

Before School Care – Boardwalk School for both Boardwalk School and Jamieson Way School students
The Before School Care Service operates from 6.50 am to 8:30 am each weekday during school terms for 40 weeks of the year. A healthy, varied breakfast is provided each morning as part of the service. Children travelling to Jamieson Way School travel via school bus. This service is funded by the Commonwealth Government to provide Child Care Benefit to families.

After School Care – Boardwalk School and Jamieson Way School
The After School Care Service operates from 3.00 pm to 6.00 pm each weekday during school terms for 40 weeks of the year. A nutritious snack is provided after school as part of the service. The service also provides an extensive program of creative and recreational experiences for the children. This service is funded by the Commonwealth Government to provide Child Care Benefit to families.

Vacation Care for both Boardwalk School and Jamieson Way School students
The Vacation Care Service operates from 7.00 am to 6.00 pm during each term break, closing for 4 weeks over the December /January period. A healthy, varied breakfast is provided each morning as part of the service. The service resumes two weeks prior to the start of the new school year. This service is funded by the Commonwealth Government to provide Child Care Benefit to families.

MANAGEMENT OF THE SERVICE
School Council
BOSHC & JOSHC are sponsored by the Carranballac F-9 College School Council. The School Council has the responsibility for the financial, administration, accounting and reporting processes and tasks of the service.

The Manager
The Manager ensures that the day-to-day management of the service meets the National Quality Standard under the National Quality Framework.

Education Leader
The role of the educational leader is to lead the development and implementation of educational programs at the service. The educational leader has a thorough understanding of the appropriate approved learning framework, such as the My Time, Our Place Framework for School Age Care and the Early Years Learning Framework for Victoria.
Program Co-coordinator
The Program Co-coordinator is responsible, in conjunction with the Principal and Manager, for the day-to-day operation of the service.

ROLE OF GOVERNMENT
The Commonwealth Department responsible for Outside School Hours Care is the Department of Family and Community Services (FACS). The role of the Commonwealth is to:
- Administer Child Care Benefit to families
- Administer financial support to approved community managed services in areas of need
- Assist employers to provide childcare for their employees
- Assist parents with child care options
- Provide a quality assurance framework, with training and support services to improve the quality of care for children
- Provide funding, training and support products and services to promote equity of access
- Provide policy advice, research and service management related to providing children’s services

Further details can be obtained on the FACS internet site: www.facsia.gov.au

National Quality Frameworks
The Commonwealth and State Governments have jointly developed National Quality Framework for childcare services. These standards express a national view about the level of care all Australians should expect to find in the different kinds of childcare services available to them. A copy of the National Standards can be found on the FACS website www.facsia.gov.au or ask the Centre Coordinator. The state government is responsible for implementing these standards for early childhood education and care.

Australian Children’s Education & Care Quality Authority (ACECQA)
ACECQA is an independent national authority. It guides the implementation of the National Quality Framework for Early Childhood Education and Care nationally and ensures consistency in delivery. Further details can be obtained at www.acecqa.gov.au

Department of Education, Employment and Workplace Relations (DEEWR)
Through a range of services, the Department of Education, Employment and Workplace Relations is helping to secure our children’s future by providing families with access to a world class system of integrated quality early childhood education and affordable care. Further details can be obtained at www.deewr.gov.au

Child Care Benefit
Child Care Benefit is funded by the Commonwealth Government to assist families using an approved childcare service with childcare fees. Its primary focus is to support families who are working, studying, training and looking for work.

Centrelink
Centrelink is responsible for Child Care Benefit and Family Tax Benefit payments. Centrelink can be contacted on 13 61 50. Further information can be obtained from the Program Coordinator regarding this funding.

Local Government
The State Government through the Department of Human Services is responsible for food regulation in Victoria through the administration of the Food Act (1984). The Department of Human Services works with Local Government who registers food businesses in Victoria. Food safety is a significant issue for OSHC services and it is the responsibility of Local Government to assist services in regard to the level of registration and compliance required to meet the Food Act (1984) and Food Standards Code. For more details on food safety refer to the State Government website: www.foodsafety.vic.gov.au
ENROLMENT
All children must be enrolled in the service before receiving care. An annual re-enrolment for Before and After School Care process will take place at the commencement of each year. A Vacation Care enrolment form is required to be submitted prior to each vacation care period. Enrolment forms are available from OSHC or the College Office; these forms must be completed and submitted to OSHC before a child is considered to be enrolled.

COMMENCEMENT OF CARE
When booking your child in for the first time please inform the staff that your child has not attended the service before. The staff will ensure that your child is oriented to the program. This includes showing them where bags are kept, areas they may play in whilst at the service, telling them about snack times, expectations and linking them with other children in the program if they do not know anyone else and introducing them to all staff. Children from Foundation to Grade 6 that are enrolled in the service are collected from their class.

Parents/Guardians are asked to notify the service of any cancellations, changes or additions to bookings between the hours of 6.30 am – 9.30 pm and 3.00 pm – 6.00 pm or by leaving a voice message or text message on 0438 135 486 (BOSHC) or 0407 805 655 (JOSHC). If you don’t receive confirmation please call to ensure your message has been received.

If requiring emergency or casual care due to unexpected circumstances please contact the service by 1.50 pm and/or leave a message on the BOSHC/JOSHC phone answering machine. Staff check the answering machine prior to each session to confirm bookings and cancellation of care arrangements. After 1.50pm contact should be made with OSHC Manager Chriss Barker 0400 548 618 to ensure classroom teachers can be informed of child attending OSHC.

ARRIVAL AND DEPARTURE PROCEDURE
All children attending OSHC must be signed in and out by the parent/guardian/authorised person every session (signing in and out includes; time of arrival and departure and signature). The parent/guardian/authorised person must undertake their responsibility of signing the attendance register in accordance with Government requirements.

When an authorised person collects your child, proof of identification is required. No child will be allowed to leave the centre with a person who is not authorised by the parent/guardian (this information is provided on the enrolment form and can be changed at any time). Persons other than those who appear on the enrollment form or anyone under the age of 18 may not collect children. These procedures have been put into place to ensure the safety of your child.

NON COLLECTION OF CHILDREN FROM THE OSHC SERVICE
OSHC closes at 6.00 pm. If a child is still in care at 6.00 pm the staff will attempt to contact the parents/guardians/authorised persons to see if they are on their way. If not contactable, staff will immediately contact the emergency contact numbers on the
enrolment form. During this time the child/ren will be reassured whilst staff endeavors to contact the parent/guardian/authorised person.

If staff has not been able to contact the parent/guardian/authorised persons, they will contact the Manager or Principal for direction. If parents are unavoidably delayed, they should contact their emergency contact to arrange collection of their child prior to 6 pm.

**WORKING WITH FAMILIES**

OSHC is committed to working with families in a collaborative manner in order to provide a high quality child care service that meets the needs of children, families and the community. Parent participation and communication are critical to the success of the service and its programs.

**COMMUNICATION**

The role of the family in the Outside School Hours Service is paramount to its success and outcomes for children. Family members have a great deal of knowledge about their child that can be shared with the service. Staff will tell families about their child’s time in the program. Families are encouraged to share relevant changes, issues, needs and interests of the child with the staff. This ensures the best possible care is provided to each individual child within the program.

The Staff are available to discuss the program and activities at any time the centre is open. However families wishing to discuss matters of a more confidential nature are encouraged to make an appointment to meet with the Manager. In order to provide the best possible care for your child it is important for staff to be notified of any relevant information about your child’s health, development and relevant personal/family matters.

You are encouraged to read the daily notice board and weekly College Newsletter contributions in order to keep informed about our service.

**PARENTAL REQUESTS**

The staff will consider and respect all requests made by families in regard to their children. Many requests that fit within the realm of the legal and legislative framework of the service will be able to be actioned.

Where a parental request cannot be fulfilled due to legal or legislative requirements or is not practical, an explanation will be provided. A discussion will be held with the family in regard to the benefits of experiences provided to the children in the service. The staff will respect each family’s right to make decisions on behalf of their child.

**ACCESS TO CHILDREN**

All parents and authorized persons have access to the OSHC centre and their children at all times, unless relevant Court Orders are held by the service and specify otherwise. A copy of all court orders in relation to residence and specific issues must be provided to the service upon enrolment or as obtained. These documents will be attached to the child’s records and treated confidentially. Parents are asked to notify the service of any changes to these documents as soon as they occur. If the service does not have a copy of the court order it will assume that both parents have equal custody of the child therefore both have access.
In the event that a parent breaks a Court Order and seeks access to the child, the parent with custody entitlements will be contacted immediately along with the police.
PRIVACY ACT
OSHC has a responsibility to comply with the Privacy Act 1988, which governs the release of personal information. This means that private information regarding children and families will not be shared with other families within the service or to other persons. Staff will respect parent/guardian rights to confidentiality when these rights do not conflict with the rights and safety of the children e.g. child protection matters.

All private information regarding children and families will be held in a locked and secure place. Access will be restricted to staff working directly with your child.

Information that is required for the daily operation of the service, the well being of children and staff may be exchanged between staff members in the normal course of work and will be treated confidentially.

You have a right to view the records held in regard to yourself and your child and may request this via the Manager. The service has a right to refuse access to files based on the terms specified in the Privacy Act 1988.

COMPLAINTS
Families are encouraged to discuss with the Manager any complaints or concerns they have about the service or staff. The Manager is expected to address complaints promptly, respectfully and in a confidential manner. Contact can also be made with a Children’s Services Adviser – Department of Education and Early Childhood Development (DEECD) at 71 Moreland Street Footscray VIC 3011 on 9275 7269.

CHILDREN’S PROGRAM

PROGRAM PLANNING - GENERAL INFORMATION
OSHC is committed to nurturing and extending each child’s social, physical, emotional and intellectual development in a child-friendly, supportive and fun environment. A planned, flexible and balanced program is prepared which responds to children’s interests, needs and stages of development.

- Children will be provided with ample choice and opportunity to do things on their own, to accept appropriate responsibility and to use their free time creatively. Experiences offered will be both active and passive within the indoor and outdoor areas. Planning is undertaken for both individuals and the whole group. Children are provided with opportunities to work on and complete individual and group projects over a period of time. Experiences provided are developed to suit the age and developmental ranges of all children attending the service. Games and activities are altered, where appropriate, to ensure all children are able to participate fully.

OSHC acknowledges that celebrations and festivals assist children to celebrate their own cultures and practices and learn about others. An inclusive approach to programming, which is sensitive to all cultures, religions and ethnic groups, is undertaken at all times.
ENVIRONMENTALLY RESPONSIBLE PROGRAM PLANNING
Children’s environmental awareness is encouraged through everyday experiences and specific activities. Recyclable materials are used at all available opportunities including the use of natural materials where possible. The staff and children keep the OSHC area clean of all rubbish and dispose of all items in an environmentally appropriate manner.

OUTDOOR PLAY AND RECREATION
OSHC encourages all children to participate in outdoor play and recreational activities on a daily basis. Outdoor equipment provided is appropriate to the developmental levels of all children. Children have access to materials and equipment that can be used in a range of ways to provide challenge, problem solving and physical development. Both passive and active experiences are provided outdoors and experiences are focused both on individuals and groups. However, energetic play is encouraged whilst outdoors.

- SPECIAL ACTIVITIES AND EXCURSIONS
  - There are times where special activities and in/excursions are provided for the children. When this occurs parents will be advised in writing. If the child will be leaving the premises the parent/guardian will be asked to sign an excursion authority to give permission for their child to participate. This written consent is filed with the child’s information.
  - Staff, actively supervise; conduct regular head counts and ask children to follow safety precautions discussed prior to the outing. To ensure the safety of all persons on an excursion, staff take with them the following:
    - Copies of parent/guardian information and emergency contacts
    - Copies of children’s health information
    - Medication and First Aid Equipment
    - A mobile phone

At times there may be additional costs for these special experiences. Parents will be notified of all costs in writing.

VIDEOS, TELEVISION, COMPUTERS AND ELECTRONIC GAMES
The service endeavors to reflect children's interests, therefore activities such as DVD, television, computers, and electronic games will be offered in a balanced program of activities. The amount of time children can participate in these experiences is limited. Staff and children decide together the amount of time these experiences will take as a part of the program development.

The content of programs and games is appropriate for all children present and will not contain any physical or verbal violence or ridicule. Movies are limited to G rating, however PG rated movies will be occasionally shown. You will be advised of titles in advance.

TOYS FROM HOME
OSHC discourages children from bringing valuable toys from home. Any toys brought in from home are the responsibility of the child.
CHILDREN’S SNACKS
OSHC will provide nutritious, balanced snacks for children reflecting children’s tastes, religious, cultural and health concerns. In preparing snacks will take into consideration the five food groups and the sugar, fat and salt content. Children have access to water at all times. The menu is displayed for children and parents to view. Children are consulted about the content of the menu.

The staff is aware of the individual dietary needs of the children in the group where this has been advised by parents. Children with specified allergic reactions are only served allergy free food. Staff are trained in dealing with allergic reactions should they occur. All meal breaks are monitored by staff to ensure all children eat and drink. Children are encouraged to be seated while eating and drinking. Staff will model this behaviour by sitting with the children and discussing the food the children are eating along with events of the day.

OSHC maintains a clean and hygienic area for food preparation that meets National Standards for OSHC services. All staff and children involved in food preparation wash and dry their hands prior to the activity. All staff and children wash and dry their hands prior to eating.

WORKING WITH CHILDREN

STAFFING
The children are provided with ample supervision and care by the staff team. The National Standards ensure that the following minimum staff child ratios are implemented:

- 1 staff member to 15 children (our centre operates closer to 1 staff to 12 children)
- 1 staff member to 8 children on excursions
- 1 staff member to 5 children for swimming activities
- All staff have a current Working With Children Check

POSITIVE GUIDANCE OF CHILDREN
OSHCl is committed to developing a safe, secure, caring and stimulating environment, which enhances children’s self esteem and encourages them to interact positively and to co-operate with others.

- To ensure that this occurs all staff will attempt to know children’s names. They will communicate with all children in a positive and respectful manner, actively listening to what children have to say and acting upon this. It is important that children are provided with role models who reflect values and attitudes of the local community.

- To ensure all children are cared for effectively they will be supervised actively at all times by the staff team. Children are encouraged to be considerate and supportive to each other and moral development will form part of the program plan.
• The staff will encourage positive behaviour and give clear, consistent guidelines to children regarding the service’s expectations and code of conduct. Children are encouraged to undertake their own problem solving and negotiation with the support of staff. A child’s parent/guardian is consulted when their behaviour consistently conflicts with the service’s behavioural guidelines and are invited to assist in the development of behavioural plans to support the child.

• In extenuating circumstances alternative care may be required for a child whose behaviour affects/endangers other children and has not improved after a behavioural plan has been implemented.

**ANTI BULLYING STRATEGY**

• Children are encouraged to be considerate and supportive to each other and are assisted in developing friendship skills. Comment is made in regard to kindness toward others so that young people know that kindness is valued. The safety and security of all children is ensured by supervising them at all times, monitoring, modeling, teaching and reinforcing safety practices. Children are taught ways to resolve arguments without violent words or actions.

• Our staff team will ensure that children are aware of forms of bullying behaviour - physical bullying, verbal bullying, and emotional bullying. They will encourage children to report bullying by teaching children the difference between "dobbing" and "asking for help". The team will ensure all children are aware of the consequences of bullying. Children are asked to assist by refusing to watch bullying, reporting bullying incidents and persuading the person being bullied to talk to them or an adult about what is happening. They will also offer to speak to an adult on the behalf of the bullied person.

• A child’s parent/guardian is consulted when their behaviour consistently conflicts with the service’s expectation that all children should feel safe whilst in attendance. Alternative care may be discussed with parents/guardians if all attempts to modify their behavior fails and the safety of children is compromised.

**CATERING FOR CHILDREN’S INDIVIDUAL NEEDS**

All children have equal access to equipment, resources and play spaces within the service. Planning for children focuses on strengths and interests and ways to extend and challenge existing skills for all children. The service will ensure that all children are catered for within the weekly program plan. The staff will ensure that this occurs by offering a balance of activities, ensuring flexibility and providing for child-initiated activities. Experiences provided will be able to be adapted to meet the needs of individual children.

**RESOURCE AGENCIES AND REFERRALS**

Resource agencies and workers are accessed to assist staff in meeting the individual health and developmental needs of children. This is done within the guidelines of Carranballac P-9 College protocols. Families are consulted and permission obtained before a resource agency is contacted for assistance with their child’s health and development.
SERVICE ADMINISTRATION AND FINANCIAL MATTERS

CHILDCARE BENEFIT
All families will be notified of the availability of Child Care Benefit (CCB) and their responsibilities in accepting this funding upon enrolment. Families can then contact the Family Assistance Office (FAO) on 13 61 50 to ascertain eligibility.

- The service displays up to date information regarding CCB on the parent notice board, in the newsletter and in fortnightly accounts that may be posted or emailed. The service’s Customer Reference Number “CRN” number is displayed in a prominent position enabling families to complete necessary forms. The service completes the “CRN” number on all forms provided to families to ensure correct information is passed onto Family Assistance Office (FAO).

- Families are informed of their responsibilities in terms of access to CCB. This includes:
  - Completing and lodging the CCB application form within seven days of commencing care.
  - Lodging a new CCB application annually or as required regularly and not allowing account to fall into arrears
  - Paying their portion of the service fee by the end of each term/claim period.
  - Signing attendance records daily stating time in and out
  - Families are responsible for ensuring they apply for all components of care required.

Allowable Absences
OSHC will comply with the requirements of the funding guidelines as outlined in the Child Care Service Handbook for allowable absences. An allowable absence is the number of days per year the child does not attend their booked care, but still receive their CCB rebate. Families are allowed 40 days per year of allowable absences. A family may take more than 40 days if they have a medical certificate to support the absence. Refer to the Centre Coordinator or Family Assistance Office if you would like further details.

Parents also need to inform the service if the child enrolled attends any other Before, After or Vacation Care service. They also need to inform staff if they have other children in a Commonwealth funded service such as Family Day Care, Long Day Care or any other OSHC service.

FEES
Fees are set to cover the cost of the service. They are subject to change. Fees are charged on a per session basis, per child. If your child will not be attending booked sessions, please notify the centre. Fees are charged for all booked sessions. Fees are charged for all permanent bookings. Outstanding fees should be settled 14 days prior to the last day of the school year, to ensure re-enrolment is accepted for the following school year. Fees for permanent and booked care will be charged fortnightly in arrears with an invoice posted or emailed on Fridays. Parents are not charged for permanent bookings that fall on public holidays, curriculum days or teacher strike days.

A $3.00 administration fee will be charged for those families who have failed to notify us of a change to their child’s booking.
Fees for Vacation Care, including incursions and excursions are required to be paid prior to the commencement of Vacation Care.

**Payments will be accepted through the following methods:**
Families can opt to pay fees by *Direct Debit*. Please obtain a Credit Card Authorisation Form from the BOSHCF or JOSHC office. Payments at OSHC should be made in an envelope with the child’s name, date and amount enclosed. The service is unable to carry fees and charges for dishonored cheques, therefore any cost to the service will be charged to the parent the following week.

- All Payments will be acknowledged as soon as possible if not immediately with a receipt which is signed and dated.

**FEES FOR SPECIAL ACTIVITIES AND EXCURSIONS**
In order to meet the needs and interests of the children incursions and excursions form part of the program. Parents are asked to contribute to the cost of these extra activities. OSHC will notify parents in advance of any additional charges. These additional charges do not attract CCB. Payment for excursions is made when booking is placed.
Excursions are currently restricted to our Vacation Care program only. *Vacation Care* days, no alternative program will operate.

**LATE PICK UP FEES**
The After School Care Program closes at 6pm each evening. If you are delayed, you should contact one of the emergency contacts to arrange an alternative person to collect your child. You should then *phone BOSHCF on 0438 135486 or JOSHC on 0407 805 655* to inform them.

- (Late pick up fees have been put into place to prevent any family from continually attending the service after the advertised closing time). Late pick up fees ensure that staff are paid for the additional hours they are required to work due to the late pick up of children.
- *Late fees are:*
  - $1 per minute for the first 15 minutes,
  - $2 per minute for the next 15 minutes and
  - An additional $50 penalty after 30 minutes.
  - The late fee is added to the child’s fortnightly invoice.

**LATE/NON PAYMENT OF FEES**
*All fees for care must be paid by the due date.* If you are experiencing financial difficulties please contact the Manager to discuss payment options. Children may be excluded from attending the service if fees are not paid.

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**HEALTH AND SAFETY**

**MEDICATION**
**Definition - Medication**
Includes, but is not limited to, eye drops; cough mixture, panadol and asthma medication. Medication includes all prescription and over the counter drugs.

**Definition – Lawful Authority**
A power, duty, responsibility or authority conferred at Common Law or under an Act to make a decision regarding the health, welfare or other aspect of a child’s care. Parents have lawful
authority over their child unless a court order states otherwise. Good practice with regard to
the staff giving children medication is essential to ensure that appropriate doses of correct
medicines are given to the child. Medication is kept out of reach of children, in keeping with
the requirements of the medication (fridge or locked cabinet). Where staff has been notified,
all personal medication including asthma pumps will be stored in a manner that prevents
access by other children.

Medication will only be given with permission from parent/guardian/person with lawful authority
or in the case of an emergency, with permission of a medical practitioner. This procedure is
in line with the National Standards for Outside School Hours Care. Authorisation, in writing,
from a parent /guardian/ person with lawful authority will include the child’s name, the name of
the medication, the dosage and times or circumstances of administration, along with details of
last dosage taken prior to attending the service. Where children require medication regularly,
approval, in writing, from parents/ guardians/ person with lawful authority will be updated on a
regular basis. Notification, in writing, will also need to be obtained from
parents/guardians/person with lawful authority where a child self-administers the medication.

- Medication will only be given if it is clearly marked with the child’s name, contained in the
  original container, within its expiry date and kept in appropriate storage. Children will not
  be given a higher dosage than that written on the label.

In the event of an emergency, if the parent/guardian/person with lawful authority is unable to
be contacted, the service will contact the family doctor first and then a registered medical
practitioner. Evidence of this permission from the doctor will be kept on the child’s individual
file. Parents will be notified if any required medication was not administered as soon as
possible. A medical register will be maintained by the service containing the date, time and
dosage of medication that was administered as well as the name of the person who
administered it.

MEDICAL PLANS
Enrolment forms provide families with the opportunity to share their child’s medical
information with the service staff. This information is critical to the safety of children with
significant medical conditions. All medical details are held in a confidential manner in
accordance with the Privacy Act 1988.

Individual medical health plans are designed for children with serious health conditions and
are reviewed on a 6-monthly basis unless there is a change of condition. OSHC is not always
able to access medical plans that have been provided to the school’s office. Therefore,
parents are asked to provide additional plans to OSHC. Asthma plans must be provided by a
doctor or pharmacist.

If relevant, you may be asked if the staff can place your child’s details on a notice board to
ensure their health is considered at all times and that all staff working with your child are
aware of their condition.

- If your child has a serious health condition such as asthma, epilepsy, serious allergies or any
  other serious or life threatening medical condition it is important that the staff are made
  aware of this prior to commencement. Please ensure that your child brings their medication
to the service each day.
HYGIENE
In order to ensure that the spread of infection is kept to a minimum all staff will model a high level of personal hygiene to the children in the service and ensure hygiene practices are followed to ensure cross infection is prevented.

- Staff and children wash and dry their hands before and after meal times, after using the toilet, blowing their nose, handling animals and other unhygienic practices. The children are provided with paper towels for the drying of hands.

INFECTION CONTROL
- In order to ensure all staff and children are safe whilst at the centre, sound hygiene and infection control guidelines are followed at all times. Staff will follow all required precautions in regard to the management of spilt blood/bodily fluids. A blood spills kit is provided within the facility and any used syringes found on the premises are placed in a syringe container. Children are encouraged to report any syringes found and not to touch them.

- All spills of bodily fluids will be mopped up with paper towel, placed in a sealed bag along with the gloves the staff member was wearing and disposed of in a bin with a lid. (All items can be found in the blood spills kit). Gloves (provided by the service) will be worn when dealing with spills of bodily fluids. Spills will be cleaned with a bleach solution. Hands are washed in hot soapy water after cleaning up a spill. Equipment exposed to blood or bodily fluids will be cleaned with hot soapy water and bleach as soon as possible.

INFECTIOUS DISEASES
OSHC follows correct hygiene practices and meets the requirements of State and Commonwealth legislation. Parents/guardians/approved persons are notified of any infectious diseases present at the venue or school and information regarding common infectious diseases is available for families as required. Details of specific individuals are not disclosed.

The service will hold information regarding immunisation schedules, providers of immunisations and contact details of the Department’s Health Office. Upon enrolment your child’s immunization status will be requested to ensure that you are notified of any outbreak of infectious diseases which may affect your child. Parents/guardians are notified of any symptoms their child is showing of illness as soon as is practicable. Families are referred to their local doctor for diagnosis of possible infectious disease. Children suffering an infectious disease will be excluded from the service in accordance with appropriate guidelines. Refer to attached schedule of infectious diseases and exclusion details.

HIV/AIDS/HEPATITIS
It is important to inform the service of your child’s medical needs upon enrolment. However this is not mandatory. Families will not be pressured to disclose medical conditions to the service and children may not be excluded on the grounds of HIV/AIDS or Hepatitis.

All medical details of staff, parents and children attending the centre are maintained in a confidential manner. The number of staff aware of a child’s medical condition is restricted to
those working directly with the child. Children with moist skin lesions or abrasions are asked to cover them with a waterproof bandage whilst attending the service.

**FIRST AID**
In the event of an accident or a child falling ill, first aid equipment and expertise is available. A first aid kit is maintained in good order and is accessible by all staff both at the centre and on excursions. At least one staff member on duty holds a current Level Two First Aid certificate.

**ILLNESS**
When a child becomes ill, the child’s parent/guardian will be contacted by staff to make arrangements for the child to be taken home as soon as possible. Whilst your child is awaiting your arrival they will be made as comfortable as possible and signs and symptoms of the illness will be recorded. This information will be placed on your child’s file.

It is recommended that families consider the following guidelines in terms of their child’s health and wellbeing:

- A child with a fever over 38 degrees Celsius should be kept at home for at least 24 hours after the fever has passed.
- A child with an acute illness requiring medication should be kept at home for at least 24 hours after the illness has passed.
- A child who is vomiting should be kept at home until the vomiting has stopped.
- A child who is experiencing diarrhea should be kept home until they have been diarrhea free for at least 24 hours.

**ACCIDENTS**
Sound accident prevention strategies are monitored and practiced by staff. These strategies are designed to reduce the incidence of any accidents occurring. Your child’s wellbeing is of prime concern and first aid will be administered immediately by staff to ensure the best outcome. Parents will be informed immediately if medical aid or hospitalisation is required.

Staff maintain visual contact with children at all times to ensure prompt attention is provided. First aid is administered as quickly and effectively as possible to prevent any serious harm or secondary issues. Emergency procedures are placed in key areas within the facility for staff, parents and children to refer to. Counselling can be arranged for staff, families and children if required.

- The Manager will ensure all preventative strategies are in place and that reporting of an accident or hazard is properly documented. In most cases the OSHC Staff will record the incident details, carry out an investigation and follow through on any recommendations arising from the investigation. The purpose of an investigation is not to lay blame, though at times the facts may indicate where fault may be found. The purpose is to:
  - learn from the event via careful fact finding
  - make decisions and take actions to ensure a safer environment
  - prevent similar accidents from occurring in the future
EMERGENCY MANAGEMENT
The personal safety and security of children and staff while attending the service is paramount. Therefore the centre has emergency procedures that are known and practised regularly by staff and children. The service has written procedures for dealing with emergencies such as medical emergency, fire, threats to staff or children, bomb threat and robbery.

SUNSMART
Children are required to wear school hats for outdoor play in accordance with the College’s ‘No Hat-No Play’ policy for terms 1 and 4. Students may keep a named hat at the OSHC centre.

Sunscreen (factor 30+, broad-spectrum, non allergenic, water resistant) will be provided by the OSHC service. Children are encouraged to apply sunscreen, even children playing in shaded areas. Information regarding the sunscreen type and brand can be provided to parents to assist in the prevention of allergic reactions to the cream.

SMOKE FREE ENVIRONMENT
In accordance with Government policy our service is a smoke free environment. We ask that all family members and visitors meet this requirement whilst on the premises.

SAFETY
The personal safety and security of children, staff and family members while at the service is of primary importance. To ensure this safety, the venue, grounds, and all equipment and furnishings used by the service are maintained in a safe, clean, hygienic condition and in good repair at all times. Appropriate heating, ventilation and lighting are provided. Heating and cooling units are guarded and positioned so they do not harm children.

- Emergency exits are clearly identified and fire safety equipment is accessible to staff. A telephone is accessible to the service at all times for incoming and outgoing calls including excursions. Staff will position themselves to ensure maximum supervision of all children at all times. A head count of children is undertaken throughout the session and checked against the sign in and out register. Staff ensure that children are supervised going to the toilets. The venue is secure and a closing routine is undertaken when leaving the premises. Adequate lighting is provided during the winter months to ensure safe arrival and departures to and from the service for parents, children and staff.
**FEE SCHEDULE as of 1st JULY 2013**

<table>
<thead>
<tr>
<th>Service</th>
<th>Type</th>
<th>Price</th>
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<tbody>
<tr>
<td><strong>BEFORE SCHOOL CARE</strong></td>
<td>Permanent</td>
<td>$11.00 per session</td>
</tr>
<tr>
<td></td>
<td>Casual</td>
<td>$12.50 per session</td>
</tr>
<tr>
<td><strong>AFTER SCHOOL CARE</strong></td>
<td>Permanent</td>
<td>$15.00 per session</td>
</tr>
<tr>
<td></td>
<td>Casual</td>
<td>$17.00 per session</td>
</tr>
<tr>
<td><strong>PUPIL FREE DAYS/ CURRICULUM DAYS</strong></td>
<td></td>
<td>$48.00</td>
</tr>
<tr>
<td><strong>VACATION CARE</strong></td>
<td></td>
<td>$48.00 per day</td>
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<td>(Prior to cut-off date)</td>
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<tr>
<td><strong>VACATION CARE</strong></td>
<td></td>
<td>$58.00 per day</td>
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<tr>
<td>(After cut-off date)</td>
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Fees are payable for all permanent enrolments, whether or not your child attends and for allowable days.

**PENALTIES:**

$3.00 administration fee for failure to notify a change of booking or absences

**LATE FEE**

$1.00 per minute for the first 15 minutes

$2.00 per minute for the next 15 minutes

and an additional $50 penalty after 30 minutes.
BEHAVIOURAL EXPECTATION

Carranballac F-9 College Outside School Hours Care

Children will be required to observe the expectations of the College’s Code of Conduct. The first priority always is to discourage unacceptable behaviour by highlighting acceptable good behavior, eliminating situations where unacceptable behavior might occur and providing programs which teach understanding, processes and skills that lead to acceptable behaviour. Where unacceptable behaviour does occur, it will be dealt with consistently, systematically and cooperatively with parents and students, using processes designed to move such behavior to more acceptable forms.

All OSHC children have the right to play in a safe and orderly environment. In the event of any child behaving in such a way as to prevent this happening, the following process will take place:

- Child will be given a verbal warning from an educator
- If unacceptable behaviour continues, the child may be withdrawn from an activity
- OSHC Manager will be contacted who will consult with the Principal and the child’s parent/guardians to discuss behavior strategies.

A child may be removed from the program if:

- They behave in such a way as to constitute a danger to the physical and / or emotional health of any child or staff member.
- They consistently and deliberately fail to comply with a staff member’s direction.
**Carranballac College**  
**Outside School Hours Care Program**  
**Enrolment Form 2015**

**HAVE YOU REGISTERED WITH FAMILY ASSISTANCE OFFICE?**  
**YES**  
**NO**

- **JAMIESON WAY**  
  After School Care  
  CRN: 407 378 023L  
  J.O.S.H.C

- **BOARDWALK**  
  Before/After School Care  
  CRN: 407 025 367L  
  B.O.S.H.C

**CHILDCARE BENEFIT**

Your family may be entitled to CCB. Your family may be entitled to the CHILDCARE TAX REBATE.  
For information on eligibility ring FAMILY ASSISTANCE OFFICE on 136 150

**FAMILY DETAILS:**

**Family Name:**

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>CRN</th>
<th>Date of Birth</th>
<th>Age</th>
<th>M/F</th>
<th>Grade</th>
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**Adult 1-Mother/Carer**  
**Adult 2-Father/Carer**

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<th>Name:</th>
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<td>Work Phone No.</td>
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<tr>
<td>CRN of Parent to whom child is attached</td>
<td>CRN of Parent to whom child is attached</td>
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<tr>
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<td>Date of Birth (parent)</td>
</tr>
<tr>
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JAMIESON WAY After School Care CRN: 407 378 023L  
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ATTENDANCE AT OUTSIDE SCHOOL HOURS CARE:

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<tr>
<th></th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Permanent/ Casual</th>
<th>Start Date</th>
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<tr>
<td>Before school care</td>
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NOTES:

Improving Our Service

At OSHC we are always striving to improve our service to both children and parents.

If you have any concerns or complaints please follow this procedure.....

1. Please feel free to discuss your concern/complaint with your Co-ordinator
2. If required, then contact OSHC Manager: Chriss Barker  0400 548 618  
   barker.christine.c@edumail.vic.gov.au
3. Then, if need be, contact a Children’s Services Adviser- Department of 
   Education and Early Childhood Development (DEECD) at  
   71 Moreland Street Footscray VIC 3011 on 9275 7269

MEDICATIONS:

Any medication that your child may need to take during the Outside School Hours Care Program 
or Vacation Care Program should be handed directly to the Program Coordinator. The medication 
should be in its original container with the child’s name and required dosage clearly identifiable. 
A signed written request from parents / guardians informing staff of the required times should 
also be provided.

N.B. Parents should provide the OSHC service with separate medication and treatment plans 
from those provided to the school.

BOOKING ENQUIRIES:

- For all bookings and cancellations please phone: 0407 805 655 (JOSHC mobile-Debra)  
  0438 135 486(BOSHC mobile-Samita)
- To contact the Manager of OSHC Services please phone: 0400 548 618 (Chriss Barker)
HOURS OF OPERATION:

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Times</th>
<th>Fees payable</th>
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</thead>
<tbody>
<tr>
<td>Morning (Before School)</td>
<td>6.50am – 8.30am</td>
<td>Permanent: $11.00</td>
</tr>
<tr>
<td>Boardwalk Campus Only</td>
<td></td>
<td>Casual: $12.50</td>
</tr>
<tr>
<td>Afternoon (After school)</td>
<td>3.00pm – 6.00pm</td>
<td>Permanent: $15.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Casual: $17.00</td>
</tr>
<tr>
<td>Curriculum Day</td>
<td>7.00am – 6.00pm</td>
<td>Curriculum Day $48.00</td>
</tr>
<tr>
<td>Vacation Care</td>
<td></td>
<td>Vacation Care $48.00 (If booked and paid for prior to the closing date)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vacation Care Casual $58.00</td>
</tr>
</tbody>
</table>

Please note: For permanent enrolments, fees are payable whether your child attends or not. If holidays are taken during term you must complete a Suspension Form to suspend your child’s current care charges, then a Change of Details form to reinstate your child’s care on their return date. Please express this in writing to your Program Coordinator.

PHOTOGRAPHY:
Occasionally during the program children may have their photo taken. These photos will only be used as part of a student activity or for our program assessment.

Do you agree to allow photos of your child/ren be taken for use by Carranballac College OSHC services only? Yes ☐ No ☐

Do you agree to allow your child/ren to watch PG Rated Movies? You will be advised of titles. Yes ☐ No
Parent Handbook and Enrolment Form Agreement 2015

I, ___________________________________ parent / guardian (please print)
of (please print your child’s name) __________________________________agree that I have
received a copy of the Carranballac College Outside School Hours Care Parent Handbook
dated _____/_____/ 2015 and confirm my understanding of the Terms and Conditions contained
therein.

I understand that in acceptance of this Outside School Hours Care enrolment application, I / We are
required to abide by all the Terms and Conditions as stated in the Parent Handbook and so hereby
agree to be bound by those Terms and Conditions.

In approving this application I agree that Carranballac Staff and Council are to be free and clear of all
responsibilities and liabilities whatsoever of any accident / illness or damage to personal property
incurred during my child’s participation in any activities and / or excursions connected with this
enrolment. I further authorise the staff to obtain such medical assistance as is required and agree to
meet any expenses incurred. I further declare that my child has been in good health, unless
otherwise stated on this form, and agree to advise immediately in the event of his / her contracting
any ailment likely to be detrimental to the health of other participants.

I understand that by failing to do so, my child’s placement in the program will be jeopardised and
eligibility may be withdrawn from the Carranballac College Outside School Hours Care / Vacation
Care programs. I accept that appropriate fees will be paid for my child’s participation in the
program. I accept that my child will conform to the standards of behaviour as directed by staff and
that if my child does not adhere to these conditions further participation may be denied.

I authorise the Outside School Hours Care Staff to consent where it is impracticable to communicate
with me to my child receiving such medical or surgical treatment as may be deemed necessary.

I state that the information contained above is correct and that I agree to inform the Program
Administration Coordinator in writing should any changes occur.

Parent / Guardian Signature: ___________________________ Dated: ____ / ____ / 

Carranballac College: ___________________________ Dated: ____ / ____ /
Program Co-coordinator