

Kunyang Primary School 5182

Parent Information Handbook



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Principal:	Kim Jackson
School Council President:	Mercil Lariba

This reference handbook outlines the school's administrative and operational procedures and gives a brief outline of school policies. It is updated annually.

From the Principal



Welcome to Kunyung— thank you for choosing us to partner with you in your child’s 7 years of Primary Education. We know that you and your family will enjoy many exciting and fun-filled experiences participating in our school community.

Our school is set on one of the most picturesque sites in Victoria overlooking Port Phillip Bay. The staff are dedicated and promote a professional learning community which more than matches the views!

We hope this handbook will provide a useful guide to school life.

Our School Strategic Plan (2022 – 2025) and supporting documents, are developed in consultation with the whole school community and clearly set the direction for the future of the school in delivering a quality education. You are welcome to borrow these at any time.

Kunyung PS is an authorised International Baccalaureate World School offering the Primary Years Programme. All students enrolled at Kunyung fully participate in the programme from Prep to Year 6.

We are committed to assisting every individual at Kunyung to be a responsible citizen who cares for the planet and its people and to achieve his or her ‘personal best’ within a supportive, nurturing environment.

To do this, close links between home and school are essential. Research has clearly shown that school achievement is strongly related to parental involvement and support.

How can you help? Encourage your child to ‘have a go’ at all aspects of school life. Be realistic in your expectations and support your child’s teacher. Take advantage of the many opportunities to be involved in school life.

We welcome your ideas, suggestions and active participation.

Kim Jackson

Principal



A

ABSENCES/ATTENDANCES

Daily attendance is registered on the Compass Attendance function by 9:05 am and 12:15 pm each day. Parents must provide a reason for each absence. This reason needs to be registered on Compass by parents. Office staff will keep records of phone messages and pass the information to the class teacher but it is preferable if parents note absences on the Compass system (Teachers will see the reason as they are marking the roll) Parents are contacted at 9.30 if their child is absent and no reason has been given. For security purposes, all parents must go through the office when their child leaves or arrives at school outside the regular hours. There is a SIGN IN and SIGN OUT facility at the front office. These entries are directly sent to teachers through the Compass Management System.



ACCIDENTS

Children who are injured or ill are sent - with teacher approval - to Sick Bay where treatment is recorded on the Compass Management System. Parents can access this information on their Compass Parent portal.

Office staff qualified in Level 2 first aid are on duty in the Sick Bay each recess, lunchtime and instruction times.

Parents will be contacted when there is cause for concern, especially with head injuries. Parents may be required to collect the child from school for home care/doctor treatment. Where they cannot be contacted, EMERGENCY CONTACT persons will be contacted.

ADDRESSES and CONTACT DETAILS

Contact details for all students are kept in the office and must be kept up to date. Please make any changes to your personal details on Compass.

ADMINISTRATION

The Admin team consists of:

Principal:	Kim Jackson
Assistant Principal/Wellbeing Leader:	Craig Entwistle
Assistant Principal/PYP Coordinator:	Melanie Woodland
Assistant Principal/Data Coach:	Meg Choury
<u>Office Administration</u>	
Business Manager:	Eleanor Nuttall
Office Manager:	Natalie Riddle
General Office:	Carol Brown
First Aid:	Melinda Binder



AFTER SCHOOL ACTIVITIES

There are many local organisations which offer recreational, cultural and support programs which may complement school programs and assist individual parents or children. Please check Compass regularly for available programs each term.

AFTER SCHOOL & BEFORE SCHOOL CARE

Team Kids operates a before school care program, 6:30am-8.55am and after school care program from 3:30 pm to 6:30 pm every day of the school week in the school's Multi-Purpose Room. Full details may be obtained by ringing Team Kids on 1300 035 000.

ANNUAL REPORT & ANNUAL IMPLEMENTATION PLAN (AR & AIP)

The Department of Education requires each school to complete an Annual Report and Annual Implementation Plan. These documents include information relevant to the school over the year. The report is submitted to the School Council and to the Department. Copies are available on our website.

ART SMOCKS

All children should have art smocks when working in the Art Room. Waterproof backed fabric provides the best protection for clothing.

ASSEMBLIES

Whole school assemblies or sub-school assemblies are on Fridays in the Multipurpose Room, Basketball Court and/or Oval. Assemblies generally take 30 minutes. Parents are always welcome to attend. The timetable for assemblies can be found on Compass.



B



BICYCLES/SCOOTERS/SKATEBOARDS

Bicycles, scooters and skateboards can be ridden to school by pupils in grades 4 to 6. However, parents should also consider their child's particular level of readiness for riding correctly and safely in traffic, as well as the appropriateness of riding to school.

Many pupils live comfortably within walking distance and should not need to ride.

Bicycle helmets and safety gear are mandatory and must be worn.

Pupils must walk their bicycles, scooters and skateboards in front of and within the school grounds. Failure by riders to observe traffic or school rules will result in the withdrawal of the privilege.

Bicycle stands are provided, but we request a strong chain and padlock to assist with security, as the school cannot be held responsible for any loss.

BOOKS AND MATERIALS

Parent payments are set per year by the School Council and are payable on our Compass Portal at the beginning of the year. A parent payment policy is available from the office or on our website. See the office staff with any concerns. Excursions, swimming, camps and special events are additional costs.

Note: Holders of a Commonwealth Health Benefits card are entitled to apply for the CSEF (Camps, Sports and Excursions Fund).



BUDDIES

A buddy program which pairs classes and students runs each year. Children in the Junior grades are usually buddies with Senior grades and Preps with Middles. Various activities are organised to support student learning and build positive relationships.

C



CAMPS

Independence and interpersonal skills are nurtured by this sequential program which progresses from a three-day camp in years 4 & 5 to a four day camp for year 6.

To ensure that parents are fully informed, the school provides information to detail costs, supervision, destination, activities, etc.

All children are expected to take part. Camps are considered an essential part of each child's education. If there are financial concerns please contact the principal. Parents are also invited to assist on camps.

CANTEEN

Canteen operates on Tuesday to Friday from 11.20 – 11.50 am and from 1.20 – 2.10 pm. Lunch orders can be placed online via an app 'Flexischools'. Please refer to the school Facebook page for further information. Lunches are delivered to the classrooms and distributed before 1:30 pm. The menu is on the Kunyung Facebook and Instagram page and on Flexischools.

CAR PARK

The two off-street car parks are reserved for staff cars and delivery vehicles. Please DO NOT park in the staff car parks. Parents are asked to park on Kunyung Rd in the appropriate parking zones. Teachers and parents park their cars at their own risk. The off-street car parks are not to be used for picking up or dropping off children and pupils are not permitted to be in these areas, for safety reasons. To help reduce traffic congestion during morning drop-offs and afternoon pick-ups, please adhere to the current arrangements communicated by the school.

CHEWING GUM

Children are not permitted to chew gum at school.

CHILD SAFETY

Our school is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.

The Child Safe Standards recognise that all children are Vulnerable. The Child Safe Standards require schools to take steps to prevent child abuse and build a culture of child safety.



The following Child Safe policies can be found on the school website:

- Child Safety Code of Conduct
- Child Safety Policy
- Child Safety Responding and Reporting Obligations (Including Mandatory Reporting) Policy and Procedures

Our Child Safety Champion is Assistant Principal, Craig Entwistle.

CLASSES

We try to keep class sizes to a minimum. Each year the principal and staff attempt to place each child in a situation which is appropriate to his/her needs. Academic, social, physical and other factors are all taken into consideration.

We believe that the classroom should mirror real life where people of different ages, abilities and talents can work together harmoniously. An inquiry based curriculum, cooperative learning situations, 'hands on' activities and multi-age groups are features of the school.

CLASS SUPERVISION

For safety reasons children are not permitted in their classrooms at any time unless a teacher is present.

CODE OF CONDUCT

Rights and Responsibilities – "With every right comes a responsibility"

At Kunyung Primary School we believe that every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity.

The Learner Profile is an integral part of the Essential Agreements established throughout the school and supports our philosophy and vision.

In any organisation, there will be conflict. Members of the Kunyung Primary School community use mediation and conflict resolution strategies to resolve these issues.

We ensure that anti-bullying and anti-harassment strategies are fully implemented.

Shared Expectations

Effective schools share high expectations for the whole-school community. Shared expectations are:

- jointly negotiated, owned and implemented by all members of the school community, including students
- clear and specific
- focused on positive and pro-social behaviours
- focused on prevention and early intervention
- supported by relevant procedures
- consistent, fair and reasonable
- linked to appropriate actions and consequences.

Schools – Principals, teachers and school staff.

The Principal and staff at Kunyung Primary School accept they have a responsibility to provide an educational environment that ensures all students are valued and cared for, feel they are part of the school, and can engage effectively in their learning and experience success.

The Principal and school staff adhere to the principles of the Victorian Teaching Profession Code of Conduct.

Students

Students should, with support, be expected by their parents/carers and our school to participate fully in the school's educational program and to attend regularly. Students are expected to display positive behaviours that demonstrate the Learner Profile.

As students progress through the school they need to be encouraged and supported to take greater responsibility for their own learning and participation as members of the whole school community. This involves developing as individual learners, who increasingly manage their own learning and growth by setting goals and managing resources to achieve these goals.

At Kunyung Primary School, students are expected to:

- Treat each other well, in line with Essential Agreements and school values
- Set high goals and aim to achieve them
- Communicate issues to staff members
- Collaborate with staff members and each other
- Follow staff instructions
- Value diversity
- Play only in designated areas
- Wear and treat school uniform with respect
- Be punctual
- Respect the school facility
- Report any incidents related to bullying and cyber bullying

Parents/carers

Parents/carers are expected to promote positive educational outcomes for their children by taking an active interest in their child's educational progress. Regular and constructive communication with the school staff regarding their child's learning and well being, will actively support their child's engagement in the school environment. Parents are encouraged to visit the school website to read the range of ways they may be able to assist the school in its endeavours to ensure regular attendance, modelling positive behaviours and assisting their children with their school work

Parents/carers are expected to:

- Work in partnership with staff to resolve issues
- Model behaviour expected of others
- Enable their children to attend regularly and be punctual
- Communicate issues to staff members in accordance with the Parents' Concerns and Complaints Policy



The school's approach for handling concerns and complaints is based on our values of providing a safe and supportive learning environment, building relationships between students, parents and staff and providing a safe working environment for all.

According to the Parents' Concerns and Complaints Policy the school expects a person raising a concern or complaint to:

- Do so promptly, as soon as possible after the issue occurs
- Provide complete and factual information about the concern or complaint
- Maintain and respect the privacy and confidentiality of all parties
- Acknowledge that the common goal is to achieve an outcome acceptable to all parties
- Act in good faith, and in a calm and courteous manner
- Show respect and understanding of each other's point of view and value difference, rather than judge or blame
- Recognise that all parties have rights and responsibilities which must be balanced

Parents/carers with concerns should visit, telephone or write to:

- The student's teacher about learning issues and incidents that happened in their class or group
- The assistant principal if students from several classes are involved
- The assistant principal about issues relating to staff members or complex student issues
- The principal about issues relating to school policy, school management, staff members or very complex student issues

For more detailed information please see 'Student Engagement Policy' on website or available at office.

COMMUNICATION PROTOCOL



COMPASS
School Manager

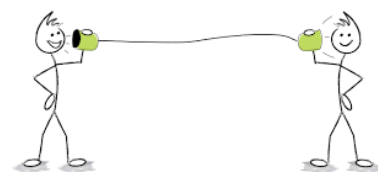
Our main communication facility is the COMPASS SCHOOL MANAGEMENT SYSTEM. This system enables us to send emails, push notifications, excursion permission notifications, payments, school reports, sick bay attendances, yard and classroom incidents and absences. Parents can email teachers via Compass. The policies in support of this communication can be read on the school's website:

COMMUNICATION WITH SCHOOL STAFF **RESPECT FOR SCHOOL STAFF**

We have a Kunyung Primary School Facebook and Instagram page. Whilst all formal communication will come through Compass....more informal happenings at Kunyung will be posted on Facebook and Instagram!

'Student Led Tours' are held during the year for parents of all students. 'Parent-Teacher Conferences' are held in Term 1 and Term 3. Additional conferences may be arranged by appointment at either parent or teacher's request.

Meetings of general interest are held throughout the year and your attendance is encouraged. Level Teams will communicate any upcoming meetings via Compass. If you have any questions regarding any information, please contact your class teacher.



Teachers also send out a Curriculum update every fortnight to keep you up to date with what is happening at school.

We publish a weekly Kunyung update on Compass. This keeps everyone up to date with the latest happenings in the school and the broader educational context.

COMMUNITY USE OF SCHOOL FACILITIES

Our playground areas and oval are always accessible for out of hours activities. If you wish to hire the hall or any other facilities it is necessary to contact the Principal or Business Manager. Requests for the hire of facilities also need to be endorsed by the School Council. Each application will be dealt with on a case by case basis taking into account the aims of the organisation, the dates and times requested, the availability of appropriate facilities and the effects (if any) on school programs.

COMMUNITY

Kunyung Primary School encourages children, staff and parents to see the school as the centre of



the community. KPS supports community events and encourages the Kunyung community to actively participate in all school events.

CONSENT FORMS

All permission forms are made available to parents via the Compass School Management system. Please ensure these forms are acknowledged by the due date.

CONTACT PARENTS

To assist teachers and the school in organising parents to help with specific activities such as camps, excursions, working bees and classroom helpers, a parent volunteer from each class (Class Contact Parent) acts as a 'first point of contact' for parents in that class.

Class Contact Parents welcome 'new' parents to the school by organising informal morning or afternoon teas so that the 'new' parents can meet other members of the school community.



COURT ORDERS

It is of extreme importance that parents holding court orders or Restraining Orders forward a photocopy of these documents to the school otherwise the teachers and the Principal have no legal right to refuse the parents/guardian taking the child from the school or visiting school grounds.



CURRICULUM

Kunyung Primary School is an International Baccalaureate Organization (IBO) World School. The IBO's mission statement presented below clearly establishes the values and ethos of the programmes they support.

IBO mission statement

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the IBO works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



Please see separate IB/PYP Handout for further explanation of the Programme.

Language Learning

Language is the principal form of communication between human beings and is fundamental to learning. Language learning permeates the entire Primary Years Programme (PYP). Through exploring a wide range of texts, we nurture an appreciation of the richness of language, develop an understanding of our own culture and others and encourage our students to develop a lifelong love of literature. We study the mechanics of the English language in order to understand and express ideas clearly, using correct grammar and spelling. We listen and speak, read and view, write and publish in authentic contexts for a range of audiences.

Early Years Literacy Program

Kunyung provides a structured Literacy Program that includes the 6 crucial elements of instructions - oral language, phonemic awareness, phonics, vocabulary, fluency and comprehension. We recognise the significance of the early years of schooling in the acquisition of fundamental literacy skills. Students read and write daily within authentic and relevant contexts. The phonic system is explicitly and systematically taught within daily two hour literacy sessions. Students are matched to appropriate texts and receive tailored, explicit instruction in Reading and Writing Focus Groups. Their progress is continually monitored and assessed in order to create the next logical steps for each student's learning pathway.

Literacy Support

We offer the Mini Lit, Macq Lit and Levelled Literacy Intervention Program Programs for students who require additional support. Participation in these programs enables children to become active and independent readers and writers, better able to join in the daily literacy activities of the classroom. Selection for participation in these programs is based on individual student needs and is reevaluated each term.

French

French provides opportunities for children to develop an appreciation and understanding of another language and culture. Students are encouraged to participate in French through speaking, listening, singing, audio-visual resources, writing and reading. In 2025, students from Prep – Year 6 will be involved in weekly French lessons. The future provision of this program is secured as second language learning is a requisite of the IBO. After thorough consultation French was the language chosen by this school community.



Mathematics

At Kunyung Primary, we have developed our Mathematics program around our 'Three Pillars,' which include 'Personalised learning,' 'Learner agency,' and 'Inquiry-based learning.' In Mathematics, teachers initially gather data to observe the students' learning needs. This data is then utilised to pinpoint crucial mathematical concepts to explore during whole class launches. Teachers and students collaborate on the student's data, and utilise Kunyung's Learning Hub and Mathematics tools, to personalise a learning pathway. This approach encourages students to become agentic learners as they understand what they are learning, why it's important, and how to best practice their personalised learning focus. Parents and caregivers can access their children's data through their child's Google Classroom.

Maths Connect

In Maths Connect students are engaged in activities that are specifically designed to explore important mathematical concepts through problem solving and challenging tasks. Maths Connect works in conjunction with the classroom Numeracy program and provides further opportunities for our students to develop their mathematical knowledge, fluency, reasoning and problem-solving ability.



Inquiry Learning and thinking skills

The process of Inquiry learning will develop skills in testing theories, collecting and interpreting data, constructing explanations, considering alternative explanations, clarifying existing ideas and reappraising perceptions of events, identifying assumptions, taking and defending a position, solving problems in a variety of ways, analysing and evaluating, manipulation of knowledge, analysis and synthesis, researching. Students will be encouraged to apply thinking skills critically and creatively to approach complex problems and make decisions objectively in multiple contexts. In our knowledge society skills to determine the validity and authenticity of information is essential to have the confidence and experience with which to form an opinion.

Humanities – Geography, History and Economics

Our children develop a comprehensive knowledge and understanding of their world through units of inquiry. Inquiries promote the acceptance of diversity and intercultural understanding. A wide range of experiences develop a deeper understanding of self, our local, national and global environment.

Personal Learning and Health

Our aim is to develop skills, attitudes and beliefs which will promote healthy, secure and safety conscious children. In establishing their self-concept students develop an awareness of their feelings, beliefs and behaviour, recognising their strengths and weaknesses. In health and safety positive choices to promote and maintain a healthy well-balanced lifestyle are encouraged. Students learn to interact and establish social norms through essential agreements. Conflict resolution, cultural, racial and religious similarities and differences are studied and diversity is appreciated. Learning how to best learn, and reflective skills that lead to goal setting and action to move themselves along on their learning journey, promotes autonomous learning.

Respectful Relationships

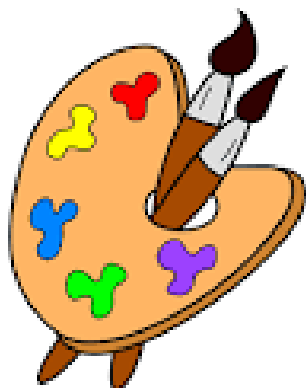
Respectful Relationships is a whole school curriculum initiative designed to support students to develop the Approaches to Learning (ATL) skills and encourage them to build positive relationships. Students will explore the concepts of 'Resilience, Rights, Responsibilities and Respectful Relationships' through discussions, inquiries, games and reflection opportunities.

Science

Science develops understanding of how the world works. It provides children with the opportunity to ask questions and seek solutions using a scientific investigative process. At Kunyung Primary School our science based inquiries develop students' knowledge, skills and understandings of natural and processed materials, reaction and change, the physical world, earth and beyond and life and living.

Technology

Technology is designing, creating and evaluating processes and products. We aim to develop children's attitudes and skills using a range of materials as a way of developing creativity and innovation. Children use a wide variety of materials, tools, machines, devices, computers, construction kits and equipment. They are involved in the process of designing, constructing and testing their models.



The Arts

Art experiences offer enjoyment and creative expression. Children are encouraged to develop skills, abilities and positive attitudes in a range of art activities. The skills and interests can be carried over into the child's leisure time.

Visual Arts

Students are involved in creative processes that encourage the development and expression of ideas using visual arts. They consider the elements of art and design: line, shape, form, colour, texture and pattern. The role of visual arts in diverse cultures both historically and contemporary is studied. Students develop an appreciation and discuss reflections about works of art, including their own, to develop understanding of the principles of art and design in the world around them. An art smock (or old shirt) is an essential requirement in all art sessions.

Performing Arts

This is an important part of a child's overall development and is given high priority at Kunyung. We value imagination, creativity and original thinking and offer children opportunities in music, dance and drama. Students create, compose, perform, listen to and appreciate music. In dance and drama students creatively explore and express themselves learning about the technical aspects of performance and considering its role in society. The children are encouraged to join the school choir and dance groups.

A Christmas concert alternates with a whole school Musical Movie production biannually.

From these experiences the children are encouraged to continue their own musical interests and our students have the opportunity to attend private music tuition on the school premises during school hours.

Information Technologies

Computer literacy is an essential part of education in today's technological society. Multimedia computers are used to enhance our curriculum. Each Prep and Junior classroom have access to notebooks with internet access.

Students in Years 3-6 have the opportunity to be involved in a one-to-one Notebook program. We have a 98% take up on this program. Students not accessing this program still have a classroom notebook that they can share between them.

Technological advances, such as networking, electronic mail, video conferencing and the internet are important components of our program. Each classroom is equipped with a TV that is used to access work and information from the teacher's computer.

STEM

STEM is an approach to learning and development that integrates the areas of Science, Technology, Engineering and Mathematics. STEM at Kunyung Primary School is a hands-on experience that encourages students to think critically, work cooperatively and develop problem solving techniques. We cover Units of Discovery that relate to students' own daily lives, as well as delving into concepts that fascinate, evoke curiosity and inspire. Student's creativity is encouraged as children are provided with the opportunity to ask questions and seek solutions using a range of different materials and processes.

Physical Education

PE is an essential aspect of a well-balanced, healthy lifestyle and through PE helps to build self esteem, confidence, cooperation and fitness. Regular, enjoyable physical activities are provided which allow children to acquire the skills necessary for participation in sport and leisure pursuits. The major facets are body control and spatial awareness, athletics, ball skills, gymnastics, major and minor games and swimming/water safety. Upper grades participate in friendly competition with other Local District Schools. Children with advanced skills have the opportunity to compete at higher levels.

Sport

We offer children access to a varied sporting program. Swimming, athletics, football, soccer, cross-country, softball, netball and volleyball are just some of the formal sports that are offered. Sporting activities help build links with parents, the local community and beyond, we encourage children and parents to take advantage of local sports competitions on the weekends.

As with all our programs, we urge children to 'have a go'. It's great to win, but participation and sportsmanship are high priorities at Kunyung.

A house system operates for major sporting events such as Athletics Sports, Swimming and Cross-Country. The house colours are – Blue, Green, Gold and Red.

Children unable to participate for medical reasons must bring a note from home.

D

DEVELOPMENTAL LEARNING (Constructivism)

Developmental learning underpins all our teaching practices. When children start at KPS they will usually be placed in classrooms with other 'first year at school' students. This school program is based on assumptions about teaching and learning. They are:

- Children's learning occurs in developmental stages
- All children learn at different rates and in different ways (just as children learn to walk and talk at different ages)
- The age and year level are NOT the criteria used for learning and assessment of children
- Curriculum delivery is planned to build on prior knowledge and understandings

Our teaching and learning program is designed to enhance individual learning through the developmental stages. It heightens the teacher's awareness of the individual and removes the barriers of age and year levels from expectations, assessment and friendships. Children whose educational goals reflect their individual levels of development, experience success and develop positive self-worth. This encourages confident learners and effective learning.

Classroom programs are based on careful planning which offers an open ended and stimulating curriculum. This is achieved through flexible groupings and an inquiry approach to learning. Children are given the opportunity to develop leadership skills, experience success, and be role models for their peers, as they learn from each other and develop effective communication skills.

DIARY

Students in Grades 3-6 are required to maintain a school diary to support their organisation and learning. This is also used as a means of communication between home and school so should be checked regularly by parents.



DROP OFF AND PICK UP TIMES

We expect children to be punctual in the morning. However drop-off should not occur before 8.45 am as there may not be a staff member on duty to ensure your child's safety. Normal pick-up time is 3.30 pm, with departure supervised by a staff member until 3.45 pm.

E

EARLY LEAVERS

No child is permitted to leave the school during school hours unless accompanied by a parent or adult nominated by the parent. Please notify the school in writing or confirm by telephone if any special arrangements need to be made. If you collect your child/ren early, it is important to 'sign them out' on the Compass Portal, which is located on the front desk in the office.

EATING AREAS

Time should be allocated to enable children to eat in the classroom or seated outside under teacher supervision. Children should be seated if they are eating. This arrangement minimises litter and encourages healthy eating habits.

EMERGENCY CONTACT

No matter how good the care at home or school, children can suffer serious illness or accidents.

We must be able to contact a parent at home or work if an accident occurs at school. Please update telephone numbers, addresses and emergency contacts immediately if they change.

If you cannot be contacted during the day, nominate a relative, friend or neighbour who will be able to provide the link between school and child.

Give our office manager a call on 9787 6102, send a written note with your child, or drop by the office.

ENERGY MANAGEMENT

There are increasing demands on our limited financial resources. As part of our commitment to resource conservation the whole school community should be actively involved in conservation activities.

Teachers and children should constantly look for ways in which water, electricity, fuel and other resource usage can be kept to a minimum. e.g. appointing class monitors to turn off classroom heaters and lights when the room is not in use.

Let's work together to be an efficient, energy smart school!



ENROLMENT PROCEDURE

Most primary schools start taking Prep enrolments from Term 2 each year, for the following year. Children must be five years of age or older by 30 April of the year they start school.

To enrol your child, schools need:

- evidence of your child's date of birth
- names and addresses of the child and parents, guardians and carers
- parents' phone numbers (home, work, mobile) and email addresses
- names and contact details of emergency contacts
- Immunisation Status Certificate
- health and welfare information (for example, does your child have asthma, diabetes, allergies, poor eyesight or hearing, specific custody arrangements)
- information about the language/s your child speaks and hears (to help the school build on your child's knowledge and appreciate our community's cultures).
- relevant VISA details, if applicable

School staff will provide you with the appropriate enrolment forms and will organise an interpreter if required.

EXCURSIONS & INCURSIONS

Direct experience is the best way to learn and develop concepts which can then be explored in the classroom. Parents are given maximum information before any excursion is undertaken.

Many outside groups and individuals also visit the school and provide artistic, cultural, sporting and other enrichment activities. Within any school community there is a wealth of knowledge, understandings, skills and talents. People learn from direct experience with people. If you feel you have something to offer please let the PYP coordinator know.

Excursion Levies, for each child, are sent home via Compass requesting payment for planned incursions and excursions.

Note: Current policy is that buses with seat belts should be used if available.

EXTRACURRICULAR PROGRAMS

There are many extra-curricular programs happening in the school. Some of these include an afterschool Peninsula Connections, Fitness Friday Running Club, Lunchtime Dance and Choir, Inter-school Sports, Peer Mediation, I Sea I Care and many more.



F

FEES

Refer to Books and Materials.



FINANCES

The School Council ratifies the allocation of all the funds to programs. The Finance Sub-Committee regularly monitors and reports to council on progress against the budget.

FINANCIAL CONTRIBUTIONS FROM PARENTS

Refer to Books and Materials.

FRUIT SNACK

To support our healthy eating strategy children are encouraged to bring a fruit snack to enjoy throughout the day. Fruit is encouraged to come to school 'package free' where possible.



FUNDRAISING

The school coordinates fundraising events for our school. Each year, the fundraising proceeds are allocated to particular projects. Eg: to improve grounds, buy equipment etc. Parents are encouraged to assist in organising and helping when a fundraising event is scheduled.

G

GROUNDNS

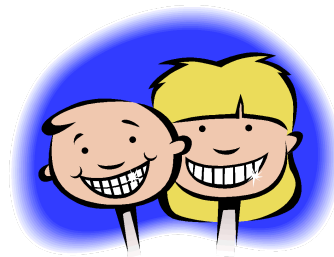
For the safety of children at Kunyung Primary the following rules exist during school hours

- Children are to only climb on equipment suitable to their height.
- All garden areas are out of bounds
- The car parks are out of bounds
- Children are to use water wisely.
- Children are to use bins provided for rubbish.
- Children are encouraged to seek assistance from the teacher on duty or Peer Mediators.

H

HEAD LICE

This is a problem which unfortunately occurs in schools everywhere. Please inform the school if your child has been treated for head lice so that a notice can be immediately distributed to parents from that specific grade. Information can be obtained from the office about treatment.



HEATING, AIR CONDITIONING & AIR PURIFIERS

All classrooms are fitted with heating and air conditioning as well as air purifiers.

HOMEWORK

Homework helps students by complimenting and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

We highly recommend the following time allocations:

Prep – Year 2: Up to 15 minutes per weekday

Years 3 & 4: Up to 30 minutes per weekday

Years 5 & 6: Up to 35 minutes per weekday

Homework should largely consist of daily reading.



The Kunyung PS Homework Policy complies with Departmental guidelines and is available from the school office.



HOT WEATHER AND HATS

Sensible approaches to hot or other inclement weather are required. Sunsmart school hats are compulsory for all children in terms 1 & 4. Children are also encouraged to apply sunscreen before school and reapply as needed throughout the day.

HOUSE SYSTEM

Each year house captains (and vice captains) are selected from the Grade 6 children through popular ballot and teacher input.

Meetings are held as required. All children will be assigned to houses and siblings shall be placed in the same house unless otherwise requested. Students have an opportunity to earn points for their house during the week. Points are collated at the end of each month and the winning house announced over the PA.

There are four houses – Red (Vitale), Blue (Slattery), Green (Pearson) and Gold (Cahill).

I

ILLNESS/ABSENCE

We want punctual, regular attendance; but a sick, unhappy child cannot possibly concentrate on learning and there is also the possibility of infecting other people.

A cold is an illness! There's no place like home for a sick child.

If your child is absent for any reason, please make note on the Compass School Management System. It is mandatory to provide the school with a reason for your child's absence.

If you have concerns about such things as mystery stomach aches that only appear on Monday mornings, it may be worth discussing these concerns with your family doctor and your child's teacher.



INCURSIONS

Refer to Excursions & Incursions.

INFECTIOUS DISEASE

A child must not attend school for the period shown, if suffering from any of the following:

Chicken Pox	At least 5 days after onset and after the last lesion has healed.
Head Lice	Until effectively treated.
Impetigo	(School Sores) Until treated and covered.
Measles	At least 4 days after the appearance of the rash or until a medical certificate is produced.
Mumps	At least 9 days after the onset of symptoms.
Rubella	At least 4 days since the appearance of the rash.
Hepatitis A	Until a medical certificate of recovery is produced.

Please note that there are also exclusion requirements for unimmunised contacts. Further details are available from the office.



INSTRUMENTAL MUSIC

Instrumental music at Kuyung consists of private lessons conducted throughout a school day. These are fee-paying sessions. Contact the office for further details.

INTERNATIONAL BACCALAUREATE Primary Years Programme

Refer to Curriculum.

L

LATECOMERS

We encourage all children to attend school on time. Parents with latecomers should sign the children in at the office.

LEARNER PROFILE

The Learner Profile underpins everything that occurs at Kunyung Primary School. This includes all learning and teaching programmes, inside and outside of school and all events and communications planned and incidental. The whole school community will be encouraged and supported to aspire to these qualities and dispositions to promote a harmonious community of life-long learners.

The purpose of the Learner Profile is to describe the qualities and attributes of the kind of student we want to create, a person who is equipped with the knowledge, skills, dispositions, and a will to make the world a better place for all mankind. This type of person will embrace cultural diversity, care about sustaining the planet and actively promote peaceful solutions to problems. They will be an inquirer, knowledgeable, a thinker, a communicator and reflective and use their cognitive skills to find out about the world in which we live. They will be a person who is principled, open-minded, caring, balanced and a risk-taker and use these dispositions and attitudes to have a voice in the world and promote peace and sustainability. We believe that a person who subscribes to the qualities of the learner profile is an internationally minded person equipped to make decisions and contribute effectively to life in the 21st century

We recognise the importance of the development of each Learner Profile; behaviours that demonstrate the qualities will look different at each stage of schooling and even between each child. There is not one recipe or right way of being for example 'caring', diversity is fostered and valued. Descriptive reporting will occur on the learner profile in student portfolios, three way conferences and reports where appropriate. Self, peer and teacher assessment will be used; students will not be ranked or graded in these profiles.

LEAVING SCHOOL

Refer to Early Leavers.



LIBRARY

Children are encouraged to use the library. It is open for borrowing at regular intervals during the day. All children may borrow books for up to two weeks. Parents are asked to see books are treated carefully and returned by the due date. Children require a library

book bag made from strong material, (about 30 cm wide and 40 cm long) preferably waterproofed and labelled with the child's name in order to borrow from the school library.

LOST PROPERTY

Labelling all articles of clothing is essential. If lost, the named clothing is easy to return to the child. Lost property is sent to the office for sorting. Parents are encouraged to look through the items on a regular basis. Items not collected after a period of time, are sent to charity or sold at second hand prices.

Valuable and fragile items should not be brought to school as we cannot guarantee their safety.

LOST LUNCH

Sometimes lunch or money is left at home or lost on the way to school or in the school ground.

Teachers will endeavour to contact parents or arrange for a substitute lunch.

LUNCH

A nutritious, substantial snack is recommended for the morning break at 11.20 am as lunch is not eaten until 1:10 pm. Every effort is made to provide eating time at Recess and Lunch time. Otherwise children eat quietly in the designated eating areas. Parents generally provide appropriate food, but can also choose to use the school canteen service which provides healthy snacks, drinks and lunches at reasonable prices.

Kunyung PS also encourages the "Nude Food" concept where non-perishable wrappings (such as plastic) are used as little as possible. This also assists in maintaining rubbish free school grounds.

Children should bring a fruit snack and water bottle which they can also have during the day.



LUNCHTIME ACTIVITIES

Our students are encouraged to participate in a number of extra-curricular activities during lunch times. These include, but not limited to, choir, social groups, gardening, dance/aerobics, interschool team practice, reading in the library, chess and sporting games. We also have dedicated 'Chillout Zones' where students can engage in quiet play and take a break from the playground. New parent volunteers and ideas for activities are always welcome.

M



MEDICATIONS

Whether in school or on excursions or camps, teachers need to know whether children require certain medicines to maintain their physical wellbeing.

Medical conditions such as diabetes, epilepsy, asthma and serious allergies should be made known and documented so that appropriate action can be taken if problems occur.

Medication can be administered to your child by staff, with your signed authorisation, if you are unable to come to school and give the medication yourself. Contact the office for

details.

Children are encouraged to administer the appropriate dosage of asthma medication themselves. This obviously assists the child's independence and confidence in managing their own symptoms.

MOBILE PHONES

Students' mobile phones are to be switched off during school hours and not used for any purpose. They are to be handed in to the teacher and collected at the end of the day. Phone calls to and from parents when necessary can be made through the office. Phones will be confiscated if used during school hours and will need to be collected by parents. Refer to the Mobile Phone Policy on the schools' website.

MONEY

Any money and notes sent from home should be in the envelope supplied and given to the teacher at the beginning of the school day. Money for spending at the canteen should be kept in a safe place, preferably in a secure pocket.

N

NATIONAL ANTHEM

Australians all let us rejoice,
For we are one and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair.

In joyful strains then let us
sing,
Advance Australia Fair.



Beneath our radiant
Southern Cross,
We'll toil with hearts and
hands;
To make this
Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair.

In joyful strains then let us sing,
Advance Australia Fair.



SCHOOL & COMMUNITY NEWS

School & Local Community news is communicated weekly on Thursdays. It is sent as a push notification through Compass and is able to be read on any electronic device. This is very much school & local community news which is intended to keep everyone informed. Contributions are always welcome and should be submitted to the office by 3:30 on Wednesday. The coming events section is designed to ensure that important school events such as excursions, meetings and social gatherings are well publicised in advance to allow parents to plan accordingly.

NOTES HOME

All notes from the school will be sent home via the Compass School Management System.



OUT OF BOUNDS AREAS

The following areas are out of bounds:

- The car parks and driveways
- The area below the oval
- Unattended buildings
- Fences and trees

Remind the children to stay away from these areas for their own safety.



PARENT INTERVIEWS

Parent Teacher conferences will be held in Term 1 and Term 3. Student-led Tours are held during the year and provide an opportunity for students to showcase their learning.

Please contact your child's teacher to arrange other interviews, if required. Alternatively, you will be contacted if there is a need to discuss your child's progress.

PARENT PARTICIPATION

The best parent help comes from providing a happy, supportive home atmosphere. However, if you have an hour or two to spare, we have programs which will operate so much better with additional adult assistance. Opportunities exist for parent volunteers to be trained in assisting children in small groups or one-to-one scenarios. This can be immensely rewarding for both parents and students. No experience is necessary as we'll be very happy to provide 'on the job' training.

Early in the year you will be asked to nominate areas in which you'd be interested and able to assist. Some of these are: canteen, working bees, reading, typing, conferencing story writing, environmental activities, art, camps, excursions, swimming, PMP, library and literature groups.

Please remember that your role is as a helper within the school and that matters relating to children, other than your own, are strictly confidential. Any concerns should be discussed only with the child's teacher, the Assistant Principal or the Principal. **ALL PARENT/ADULT HELPERS REQUIRE A WORKING WITH CHILDREN CARD** which needs to be presented to the office prior to working with students @ Kunyung PS.



PARKING AREAS

Refer to Car Park.

PEER MEDIATION

Senior children are all trained in the skills of conflict resolution. They then have the opportunity for further training to enable them to take these skills into the yard where they can assist children experiencing difficulties with peers. Duty teachers will direct children with minor infractions to peer mediators for assistance.

PERSONAL PROPERTY

Personal property is often brought to school by students and visitors. This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. Please note that the Department does not hold insurance for personal property brought to schools and it will generally not pay for any loss or damage to such property. Please consider this carefully if intending to send valuable items with your child to school.

PHOTO POLICY

Please refer to the Child Safe Standards Policies on the schools' website.

PHYSICAL EDUCATION EQUIPMENT

Children are welcome to bring equipment from home but it must be named and its care will be the responsibility of the child. Students are able to borrow sports equipment during lunchtimes (a sign in/sign out process is supervised by our house captains).



PLAYGROUND AREAS

Children have access to many suitable playground areas. This includes the school oval, asphalt area and the adventure playgrounds with specialised play equipment for various ages.

PLEDGE

Every assembly, the School Captains begin assembly with a 'Welcome to country address' that recognises the traditional custodians of the land. They then lead all students through the 'School Pledge'

'We grow our gifts and talents to be the best that we can be

We take action to make our school and world a fair and peaceful place

We support each other to develop our community

We confidently lead our learning and proudly use our voice; Together we are Kunyung Primary School'

PREP ENTRY

Children starting the school year in Prep, and their parents, are invited to participate in a Transition program in Term 4 where the specific needs for children starting school are addressed.

PROGRAM BUDGETING

Each year our finance committee has the job of determining the budget for the following year based on evaluation of the current programs. Parents, teachers and students can all play a role in this process.

Funds are obtained from a Department (DEECD) grant, parent payment contributions and fundraising.

School council ratifies and monitors the expenditure of all funds.

PUPIL FREE DAYS

The Department determines the number of Pupil Free Days each year. The School Council approves when these are taken and for what purpose.

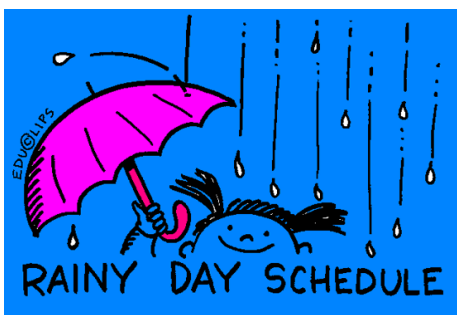
PYP – PRIMARY YEARS PROGRAMME

“The Primary Years Programme (PYP) is designed for students between the ages of 3 and 12 years. It is an international, transdisciplinary programme designed to foster the development of the whole child, not just in the classroom but also through other means of learning. The PYP focuses on the total growth of the developing child, touching hearts as well as minds and encompassing social, physical, emotional and cultural needs in addition to academic welfare. The PYP combines the best research and practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant and engaging educational framework for all children.”

Kunyung is currently an authorised International Baccalaureate Organisation world school (IBO). Please refer to Curriculum for further information.



R



RAINY DAYS

Normal school hours continue but if the weather is considered too cold or wet children are supervised within the classrooms during recess and lunchtime. If there is a break in the weather we encourage students to go outside for that much needed breath of fresh air.

A suitable waterproof coat or warm jacket is needed in these situations, or for walking to or from home, so please ensure your child comes well prepared.

RECOGNITION OF EXCELLENCE

The school promotes a culture of high achievement in academic learning and rewards effort and excellence. Personal achievement and the characteristics and qualities promoted in the learner profile is recognised in such things as election of School Captains, House Captains and Student Leadership / Action Teams, sporting awards, Citizenship Awards, subject discipline awards, Compass posts and media releases.

REPORTS AND PARENT INTERVIEWS

Midyear and end of year written reports provide feedback on your child's progress. These can be used as a basis for parent-teacher and/or 3-way conferences. Reports focus on what the child can do and assist the teacher, in cooperation with parents, to formulate positive plans for the future. These reports are made available on the Compass Parent Portal.

Teachers can provide information which gives an assessment of each pupil's performance when compared with the 'average' Victorian child in that age range. This reflects student outcomes in the domains and dimensions of the Victorian Curriculum levels of achievement.

All Prep students will undergo individual testing on Wednesdays during the first 5 weeks of term 1 whilst the teacher has no teaching duties. Initial parent/teacher interviews will follow this assessment time. Many opportunities are made through the year to visit classrooms and participate in Student Led Tours where your child can share their learning journey, identifying their goals and progress.

RUMOURS

Rumours, no matter whom they are about, are often very destructive. If you have a concern, please discuss it with the relevant staff member.

S

SCHOOL COUNCIL

The School Council governs school policy and financial policy. The School Council consists of 13 members, 8 elected non-Department members and 5 elected Department members and 2 co-opted members when required. The School Council generally meets on the third Tuesday of each month from 5.00pm to 6.00 pm in the staffroom. An Annual Reporting Meeting night is held in March each year. The first meeting of each year incorporates elections for half of the council. Councillors are elected for a 2 year term. School council meetings are held at least 8 times a year.

Its duties and responsibilities are met largely by its standing sub-committees. These are: Finance, Education and Policy, Buildings and Grounds and Community Relations.

Finance

The Finance sub-committee considers the financial operation of the school and ensures that appropriate reports and recommendations are prepared for the School Council. They prepare and monitor the school's annual budget with the help of the Principal.

Education and Policy

The Education and Policy sub-committee develops the educational policy for the school council. It monitors the implementation of the school strategic plan and reviews school data on a regular basis.

Buildings and Grounds

The Buildings and Grounds sub-committee plan and develop the school's facilities such as its buildings and grounds; making suggestions to maintain or improve the appearance of the school; provide advice to the school council on external groups who may be using the school's facilities.

All meetings are open to interested persons and we welcome participation on the sub-committees.

SCHOOL CROSSING

Our school crossing supervisor is provided by the local council under very strict guidelines. The supervisor is on duty from 8.00 am to 9.00 am and from 3.00 pm - 4.00 pm daily. Please remind children to use the crossing properly. Check all children's knowledge of the procedure i.e. No child steps off the curb until the whistle is blown. Bikes, scooters and skateboards must be walked across the crossing, not ridden. It is also worth pointing out that looking to the right, left and right again is still an essential habit whether the crossing is manned or not.



SCHOOL LEADERS

Students from Grade 6 will be elected as School Leaders. The leaders are responsible for various roles such as representing the school at events, school tours, leading assemblies, mediating in conflict resolution, leading action teams etc.

SCHOOL MISSION STATEMENT

Kunyung Primary School offers an exceptional, balanced education that builds on the diverse gifts and talents students bring to our learning community.

We educate our students through challenging, coherent programs, using exemplary learning and teaching practice.

We aim to develop inquiring, life-long learners who appreciate the richness of the world, view life through confident eyes and act to promote a peaceful, sustainable world.

SCHOOL PHOTOS

Professional Photographers are invited to take school photos of the children. All children are photographed, but there is no compulsion to purchase the photos. Purchasing of photos is done through Compass. Notification of the school photos date is via Compass.

SCHOOL RULES

See 'Code of Conduct' section of this handbook or for more details refer to 'Student Engagement Policy' on the website or request a copy from the office.

SCHOOL STRUCTURE

The school classroom structure is as follows – Prep Level, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 – each led by a Level Leader.

SCHOOL TIMES

We expect children to be punctual so that learning time is used efficiently.

Please help your child to start school on time.

9.00 am	– 11.20 am	First session
11.20 am	– 11.50 am	Recess
11.50 am	– 1.10 pm	Second session
1.20 pm	– 2.10 pm	Lunch
2.10 pm	– 3.30 pm	Third session

Note: Special arrangements are made for Prep children in term one (first 5 weeks) when they are not expected to attend classes on Wednesdays. Teachers use this time to undertake individual student testing and initial parent/teacher interviews

SICK BAY

During the course of a school day it may be deemed necessary for your child to go to sickbay. This may be the result of an accident or because they are feeling unwell.

Staff on duty in the Sickbay all have Level 2 First Aid qualifications to ensure that children receive appropriate treatment.

All visits to sickbay are documented on Compass for parents and staff to access if more detailed information is required.

When a child is deemed well enough, they will be returned to class. If there is any doubt about a child's wellbeing, parents will be contacted immediately to come and collect their child from school.

STAFF MEETINGS

Staff meet weekly in their level teams, as well as participating in a Community of Practice. These are mostly held before or after school. Please be aware of this when organising a time to talk to your child's teacher.



be

STRANGER DANGER

Parents should make children aware of this issue. Sensible and safe behaviour at home, while in transit and at school, should be discussed with your child. Teachers will reinforce this issue as part of our curriculum.

STRATEGIC PLAN

This 4 year plan is a commitment by the school council to put into place quality education for all its students. Taking into account Department (DEECD) policies, the perceived needs of the learning community and the available resources, it provides the framework for ongoing improvement to our school programs. It also indicates the many mechanisms by which we can evaluate those programs and then report to the community on our progress. Copies are always available from the office for your perusal. A new Strategic Plan has been written for 2021-2025.

SUNSMART

We aim to raise awareness in the school community of the causes of skin cancer and to promote desirable strategies for minimising the effects of ultraviolet radiation and prolonged exposure to the sun. Students are expected to wear broad brimmed or legionnaire hats and sunscreen when participating in outdoor activities in 1st and 4th terms and on school excursions and camps.

SUPPORT AGENCIES

Department of Families, Fairness and Housing (DFFH)	1300 650 172
Mt Eliza Neighbourhood House	03 9787 8160
The Orange Door - Bayside (previously Child First)	1800 319 353
Frankston Community Support & Information Centre	(03) 9783 7284
Dental Health Services - Southern Metropolitan Region	(03) 9341 1000

SWIMMING

The swimming program encourages safety procedures and skills which enable children to participate with confidence in water activities. Opportunities are given for all children to acquire a reasonable level of swimming competence as well as extension activities for advanced swimmers. Swimming lessons are offered for Preps, Juniors and Middle students at an indoor heated pool where qualified instructors supervise the children in small groups. Cost of the lessons includes tuition, bus fare, pool entry and swimming cap. All senior students participate in a water safety program at a local beach. Swimming is a progressive program beginning with basic skills in Prep to water safety program at the beach in Years 4, 5 and 6.



T

TERM DATES

Term 1: 29th January to 4th April

Term 2: 22nd April to 4th July

Term 3: 21st July to 19th September

Term 4: 6th October to 19th December

TOILETS

Children are encouraged to use the toilets during recess and lunch breaks. If they need to go during lesson times, they go in pairs for safety reasons. Please inform the school if your child has a medical condition regarding toileting.



TRAFFIC AND PARKING

Parking areas around Kunyung are clearly marked and council by-laws officers are often in attendance to ensure that drivers observe parking restrictions.

Peak periods pose the most danger, so we ask parents to observe all traffic laws and to adhere to the 40kmh speed limit around the school. Please do not drop your child off in the staff car park, which is out of bounds for students for safety reasons.

TRANSITION

There is close communication between pre-school, primary and secondary teachers in this area. The Transition Program is conducted in term 4 for new enrolments and current students.

New prep students have the opportunity to participate in a different activity each week whilst parents can also attend information sessions in which school staff outline different aspects of school operations, with a focus on helping your child adjust happily to Kunyung PS.

Students in grades Prep - 5 also participate in programs provided by teachers in the Grade Level into which they will progress in the following year.

The children in Year 6 have a comprehensive transition program to help them prepare for Secondary College. Orientation Day is held early in December throughout the State and this marks the final day of all Kunyung Transition sessions.

U

UNACCEPTABLE BEHAVIOUR

Please refer to 'Student Engagement Policy' available from the office

UNIFORMS

Please refer to Uniform Policy available on the school website or from the office

The following school uniform is compulsory:

- Compulsory navy blue broad brimmed hat in terms 1 & 4
- Navy full length pants (no designs or colours)
- Navy shorts (not bike pants)
- Navy skorts
- Summer school dress
- Winter school pinafore or skirt
- Navy bike shorts may be worn under the summer dress, pinafore dress or skirt but must be shorter than the dress or skirt and not be visible
- Light/Navy blue polo shirt with Kunyung logo
- Light blue skivvy
- Navy windcheater, jacket or hooded jumper with Kunyung logo (Rugby jumper for year 6)
- Black shoes with black laces, black closed toed sandals, or predominantly white or black sports shoes with same coloured laces

Sport

- Senior students participating in interschool sport will usually be provided with a top in Kunyung colours and netball skirt where appropriate. All other sports clothing must be provided by the students.
- Otherwise school uniform is worn for PE and sport

Other uniform items

- A navy blue backpack preferably with Kunyung logo (no designs or colours)
- An art smock
- A library bag
- Accessories e.g. socks, headbands, hair ties, scarves, coats etc. to be in Kunyung colours i.e. navy, light blue or white (headbands or hair ties may also be same colour as student's natural hair)
- Year 6 t-shirt - It is traditional for year 6 students to wear a 'commemorative' top which distinguishes them in their final year at school. The top will be designed primarily by the students with support from staff. The design will be presented to the Education sub-committee and a recommendation provided to the School Council.
- Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery.
- Hair accessories should be in the school colours (white, navy, light blue or the same colour as the student's natural hair).
- Long hair must be tied back.
- Unnatural hair colouring, nail polish and makeup must not be worn.
- Leggings must not be worn under a dress, pinafore or skirt.

Parents will be notified if students do not comply with the accepted uniform.

UNIFORM SHOP

This is operated regularly from the Uniform Shop/Storeroom adjacent to the Multipurpose room. Peninsula Uniforms are onsite 3.00 - 3.45pm Tuesday afternoons. Second hand items may also be purchased. Details and order form may be obtained from the school office.

V

VISITORS

We welcome visitors to Kunyung. You are invited to see our classroom programs in action. Please ring first to arrange a suitable time. For the safety of pupils, school policy is that all visitors report to the general office upon entering the school grounds. You will need to fill in the Visitor's section on the Compass Portal upon arrival and leaving. This is located on the front desk. The office staff will issue a visitor badge/lanyard.

On departure, please return badge to front office and sign out.

Staff and children are alerted to report the presence of 'strangers' to the general office promptly.

All visitors are required to have a current working with children check which needs to be presented to the office, and abide by our Child Safety Code of Conduct.

VOLUNTEERS

All Volunteers must read and abide by the Victoria's Child Safe Standards Volunteer Training.

All Volunteers must read the OHS Induction Handbook and complete the OHS Checklist.

W



WATER

Children may sip from water bottles during class sessions to assist hydration and concentration. Establish sound protocols for safe and hygienic use. eg labelling of bottles, storage etc.

WATER SAFETY PROGRAM

There is a Grade 4, 5 and 6 intensive day water safety program in Term 1.

WELLBEING

The Refer to 'Student Engagement Policy' available from office or on website



WORKING BEES

Maintenance and development of our grounds requires occasional working bees when parents with specific skills can be invaluable. Watch for your opportunity or, better still, let us know of your particular area of expertise.

Y

YARD DUTY

The yard duty teacher carries a 'yard duty bag' and a fluoro vest. This identifies the teacher on duty for the children & enables incidents to be recorded and minor cuts, grazes to be handled 'on the spot'. Four teachers are on duty at each recess and lunchtime & two teachers Before and After school.