

Stanhope Primary School

Stanhope Primary School is committed to creating and maintaining a positive and safe learning environment, where our children are protected from abuse and where we maximise individual academic and social growth through explicit teaching and taking responsibility for all our learning.

ISSUE 01: JANUARY 30th 2020

LEARNING
SUCCESS
RESPECT
CITIZENSHIP



Inspiring Lifelong Learning



Principal:
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- ◆ www.facebook.com/stanhopeps
- ◆ <https://stanhopeps.wordpress.com>

REMINDERS & THINGS TO DO

REMINDER TO PREP PARENTS

Prep Students are not required to attend on Wednesdays during January & February. Preps will commence a full week at school from Monday 4th March 2020.

Reminder to all families

School hats must be worn until the end April.

PLEASE READ ALL THE ATTACHMENTS TO THIS WEEK'S NEWSLETTER

DATES TO REMEMBER

Tuesday 4th February

- ◆ LIBRARY

Tuesday 11th February

- ◆ ART
- ◆ Safer Internet Day (families are welcome to join the 3-6 class, time TBA)

17th—28th February

- ◆ Swimming & Water Safety Program (2 weeks)

Friday 28th February

- ◆ House Swimming Carnival

From the Principal

Welcome to 2020!

A special welcome to our new Prep students and all families who join us for the first time. Our school staff, families and students will be doing all we can to make you welcome and become an essential and important part of our school community.

What's in Store for This Term?

To begin this term, the first two to three weeks will be spent settling routines and school and classroom expectations.

As of the 17th February, we will begin our **whole school swimming** and water awareness program. All students will be attending in organised groups each school day until Friday 28th February. There is no cost for the program, however, there is the entry charge for the Stanhope Pool, each day, which is **\$4.20 per student**. Those families with family season passes will be able to use them. Students must be able to dress themselves, including getting dry and re-dressing, then packing their own belongings into a water-proof bag at the end of the session. So students are confident to do this, some families will need to have their children practice these skills before the program begins.

The teachers and I spent Tuesday reviewing current teaching and learning policies and practices with a view, as always, to improving student outcomes and utilising the most current research and practices to make student learning enjoyable and effective. Our focus theme for term 1 is about **Social Structures and Values: Rules, Local government, State & Federal Governments**.

Included in this newsletter is **information for new families**. Please take the time to read through this information and look out for the newsletter each Thursday, (probably squashed at the bottom of your child's bag!)

One of the most important events for our school, is the long awaited **School Review**. While there has been ongoing work and input into the Review process and necessary documentation, the actual Review will take place on two key dates in March and will involve our School Council President, staff and students. The findings will be used to develop the next Strategic Plan which will guide the school for the next four years.

(continued on next page)



**Christine
Owen**

At Stanhope Primary School we welcome families to ask questions, share concerns or information we might need about your child/ren through making a time with the principal or their child's teacher. You can now do this via 'Conversations' on uEducateUs as well as the more regular channels.

PARENTS

Please note that permission forms & money need to be returned to the school prior to the day of the excursion or your child risks not being able to attend.

Forms are unable to be printed out on the day of the excursion, so parents & guardians will have to handwrite missing permissions on the day of the excursion.

Thank you.

FROM THE

Business Manager



Mica will be in the office on Tuesdays and Thursdays. I am happy to discuss payment options for fees or camps and excursions with you.

From the Principal

Next week, there will be information regarding the use of digital devices in our school and an **Acceptable Use Agreement** for all students and families to read, sign and return. The use of school owned devices or the use of your BYOD, comes with significant responsibilities about how they are used at school. Students who do not return their signed Acceptable Use Agreement by the end of February, will not have access to devices.

Also next week, families will receive their invitational letter to join our school management system, **uEducateUs**. Access to this free app, allows families to communicate with the school and teachers, receive student reports and notify us of any student absences.

School Assemblies will continue to be held every Friday afternoon at 3.00pm. This allows families and friends to participate in our assemblies. Student Leaders run the assemblies and appreciate all students and their families, cooperating and demonstrating respectful behaviour during the assembly. They ask that conversations and chatter are kept until after the short assembly and that toddlers remain quietly seated with their parents.

On **Tuesday 11th February**, our students will join people all over the world to unite under the theme *'Together for a better internet'*. As part of the annual, **Safer Internet Day**. Safer Internet Day encourages the safe and positive use of digital technology—especially among young people. Families are welcome to join the 3-6 class during the webinar.

This year we will be continuing with our **VicSWPBS** (School-Wide Positive Behaviour Supports) as a key part of our whole school program. This is aimed at improving consistency of approach across the school in order that students, teachers and families are clear about the behaviour expectations at our school based on our four school values of Respect, Learning, Success and

Citizenship. At various times throughout the year, families will be asked to contribute and participate in surveys, activities and events to support this support program.

Thank You

A very big thank you to Brett and Skye and Mrs Foley, who have spent a lot of time working on our school grounds, over the summer break. We now have green lawns and a new garden bed in place. Very much appreciated!

Annual Privacy Reminder

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the Schools' Privacy Policy (Printed copies of this Policy are available from the school office and also included in this newsletter) Please take time to remind yourself of the school's collection statement, found on our website:

<http://stanhopeps.vic.edu.au> – NOTE: this is a new address! Please update your bookmarks. It is still a work in progress, but most essential information is available.

For more information about privacy, see: [Schools' Privacy Policy – information for parents](#). (Printed copies of this Policy are available from the school office and also included in this newsletter)

New Mobile Phones at School Policy

The new mobile phones policy is now in effect at all Victorian government schools.

This means:

- *From Term 1 2020, students can choose to bring mobile phones to school but it must be switched off and securely stored during school hours.*
- *Parents can still contact their children through the school's office in emergencies.*
- *Mobile phones brought to school are not covered by the school's insurance if they are lost, stolen or damaged. For more information, please see the Department's [Personal Goods policy](#).*

If families require more detailed information, please contact the school office to arrange a time to speak to the Principal.

Grade 3-6

Mrs D & Mrs Foley

**Congratulations to our
2020 school leaders:**

**Taylah, William, Jinaya
and Cerese.**



**Welcome to our new
prep students for 2020:**

**Valary, Kyra-Louise,
Nicholas & Lenny.**

Grade P-2

Mrs Sheedy



Stanhope Café & Takeaway

LUNCH ORDERS 2020

ITEM	PRICE
Salad Tubs – Small Ham, cheese, tomato, lettuce, beetroot, carrot, avocado, cucumber	\$4.00
Salad Tubs – Large	\$5.00
Sandwiches & Wraps Fillings: Ham, salami or chicken Lettuce, cheese, vegemite, tomato, beetroot, onion, cucumber, avocado, pineapple.	
Fruit Tubs – Small (TERM 1 & 4 ONLY) Strawberry, watermelon, grapes, apple, banana, mixed berries, canteloupe	\$4.00
Fruit Tubs – Large (TERM 1 & 4 ONLY)	\$5.00

Pies	<i>Please add extra 30c for Tomato Sauce sachet</i>	\$4.00
Flavoured Pies		\$4.50
Sausage Rolls		\$3.50
Mini Dim Sims (each)		.70c
Mini Spring Rolls		\$1.00
Fish Bites		\$1.50
Pineapple Pizza		\$3.00
Half Bag of Chips		\$2.00
Full Bag of Chips		\$3.00
Chicken Nuggets (each)		.80c

Pop Top Juices: apple/orange/apple& blackcurrant	\$2.50
Mr D	\$3.00
Nippy Long Life Milk: chocolate/strawberry/honeycomb	\$3.50

Please only order what is on the list, check prices are correct and that the correct money is in the bag – no change given.

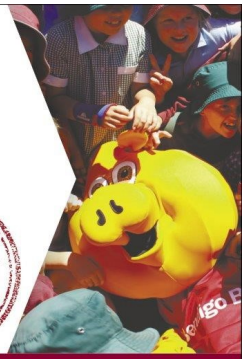
NEWSLETTER ITEMS MUST BE SUBMITTED TO THE SCHOOL OFFICE IN WRITING OR ELECTRONICALLY BY 9AM WEDNESDAY TO GUARANTEE A SPOT IN THAT WEEKS EDITION

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PROTECT



Protecting children & young people from abuse is our responsibility

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Ph. 1800 55 1800

Beyond Blue

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**CREATIVE KIDS
BRIGHTER KIDS**

AWARDS

CONGRATULATIONS!

NO ASSEMBLY LAST WEEK

<https://www.facebook.com/stanhopeps/>





Stanhope Primary School

Week one Information

2020

Welcome back everyone and a special welcome to our new Prep students!

I trust all families enjoyed a relaxing and refreshing break and students are now ready for some fun learning!

So, some pieces of information to start with.

1. The swimming program will begin on Monday 12th February at the local pool and run by qualified instructors from Splash'N Learn. There is no cost to parents other than the pool entry. Family season tickets can be used. Please let us know if you will be using one of these for your child/rens entry.
2. All students will need to bring the following:
 - A sturdy school bag.
 - A named lunch box and named drink bottle.
 - An art smock which they can put on and take off by themselves.
 - A school hat. This can be purchased from the office. (all students will receive a courtesy Sun Smart school hat at the beginning of this year as a 'one off' event.)
3. Included the first newsletter will be our Uniform policy & Code of Conduct. These will help families with our school's expectations.
4. A reminder to new Prep parents that for the next four Wednesdays are rest days. Prep students are not required to attend school on those Wednesdays. Parents can bring their Prep student to the swimming sessions on those days.

Our newsletter is published each Thursday and will generally have any permission forms and information sheets attached. Families can also request to have this sent via email.

Finally, a reminder to keep an eye on our Facebook & Twitter page, for updates and interesting events.

'Inspiring Lifelong Learning'

FAMILY MINDFULNESS MEDITATION COURSE

This wonderful course is being offered during Term 1, 2020

LEARN TO FIND PEACE AMONGST THE BUSYNESS OF LIFE

To register please contact

sue@mudhutvoga.com.au or call 0438 523 415

(Registration essential)

NUMBERS WILL BE LIMITED TO A MAXIMUM OF 6 CHILDREN TO ALLOW FOR
INDIVIDUAL ATTENTION

(Booking secured on payment)

FACILITATOR: MARIE WYCISK

PLACE: MUD HUT YOGA STUDIO, 622 Old Corop Road, Rushworth

WHEN: Starting **THURSDAY 6th February for 5 weeks @ 5.50pm for 1 hour**

5 week introduction course: We are offering a family (parents, carers, grandparents, children etc) introduction course on meditation techniques you can practice and use in your life. Opportunities to stop and notice the way you are feeling, to make space in the here and now. So that you have choice about how you react in life.

This course is designed so children and adults can both participate. Children may attend without adult support only by arrangement with Marie. Each session will begin with some gentle yoga movement followed by the meditation teaching and experience.

Over 5 weeks Marie will introduce

1. Body and Breath- interrupting your automatic pilot, noticing what you are feeling and connecting body and breath in a body scan
2. Sitting meditation- using breath, yoga poses and noticing thoughts while finding breathing space
3. Moving meditation – mindfulness and movement including standing and walking meditation
4. Sound meditation- different meditation techniques including guide imagery, listening to sound
5. Mindfulness of emotions- we experience feelings as pleasant, unpleasant and neutral, this week we will look at techniques to ride the waves of emotion and thoughts
6. Silent meditation- introduction to the concept of “noble silence” and equanimity

INVESTMENT: \$60 PER CHILD / \$120 PER FAMILY for full 5 week course

 SCHOLASTIC

Book Club

Dear Parent,

The best gift any parent can give a child is the love of books and the joy and benefits of independent reading for fun. Children who read at home, or are read to, have a head start on reading success in school.

Our class is participating in **Scholastic Book Club** this year. Up to twice a term, during the school year, I will send home a Club catalogue with a different selection of books offered for all ages.

You'll find award-winning books and bestsellers, as well as old and new favourites. I recommend them because the books span a wide range of children's reading levels and interests and because they are inexpensive (some books cost as little as \$2).

It is easy to order. The **Book Club LOOP** platform for parents allows you to pay by credit card. Your child's order is submitted directly to school safe and sound and the books will be delivered to class. You can place your child's order at [scholastic.com.au/LOOP](https://www.scholastic.com.au/LOOP) or using the **LOOP** app, which can be downloaded from the App Store or Google Play.

Owning your own books is something special! I hope that you will encourage your child to order books this year. Each order helps earn free books and teaching materials for our classroom, however there is never any obligation to order. I know of no better way to encourage reading than to allow children to choose the books they want to read.

Sincerely,

Your Child's Teacher



Stanhope Primary School



Code of Conduct (summary version)

Our school is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development

As a means of promoting an environment which fulfills our school values of **Learning, Success, Respect and Citizenship**, our school Code of Conduct includes the following rights and responsibilities:

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to:

- ✦ to feel and be safe at all times at school
- ✦ to feel and be safe when working online as part of school directed work
- ✦ to learn and do their work in a supportive environment without disruption where, without intimidation, bullying or harassment they are able to fully develop their talents, interests and ambitions
- ✦ to feel comfortable and relaxed in the various aspects of the school context, both on and off campus situations
- ✦ to experience success at school in a range of learning and other activities
- ✦ to be respected as an individual, regardless of their cultural, socio-economic, religious, physical or mental condition or race

All students have the responsibility to:

- ✦ to treat everyone with respect and thoughtfulness
- ✦ to participate in all school learning activities
- ✦ to follow instructions from teachers and other adults conducting a teaching and learning activity
- ✦ not participate in any dangerous or violent activities
- ✦ not participate in any intimidating behaviour or harassment
- ✦ to report any dangerous activity to the teachers
- ✦ to look after their own, others and school property
- ✦ to stay within the school grounds unless with a teacher
- ✦ remain out of the buildings during recess and lunchtime
- ✦ to not climb on buildings, trees or unsuitable equipment
- ✦ to not run inside or where there are many people about
- ✦ to know where particular games can be played safely

TEACHER/ANCILLARY STAFF RIGHTS AND RESPONSIBILITIES

All teachers and school support staff have the right to:

- ❖ be free from disruption in the teaching and learning process
- ❖ be treated fairly and with respect by all members of the school community
- ❖ the support and assistance of other staff
- ❖ implement the discipline policy
- ❖ expect strong support from the school community in the discipline process

All teachers and support staff have the responsibility to:

- ❖ continually provide high quality teaching and learning practices and continually evaluate teaching strategies
- ❖ provide adequate supervision
- ❖ encourage awareness and understanding of school rules
- ❖ fairly, reasonably and consistently implement the Code of Conduct
- ❖ request advice and assistance when needed
- ❖ report and/or raise any concerns about staff/volunteer conduct with the Principal, or body such as the VIT

PARENT/CARER RIGHTS AND RESPONSIBILITIES

All parents/carers have the right to:

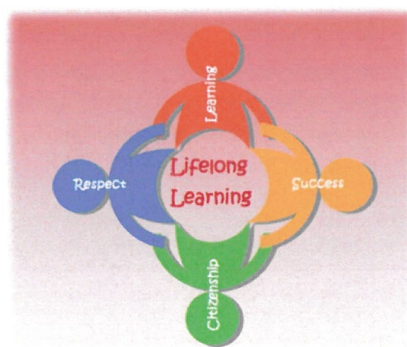
- ❖ be recognised as the major influence in their child's development
- ❖ have access to staff at convenient, mutually agreed times
- ❖ participate in the total life of the school community
- ❖ be kept informed and given the opportunity to express themselves on matters of school policy
- ❖ be consulted/informed of inappropriate behaviours
- ❖ be treated fairly and with respect by all members of the school community
- ❖ expect that their children will be educated in a secure environment in which expectations of care, courtesy and respect for the rights of others will be encouraged

All parents/carers have the responsibility to:

- ❖ encourage good behaviour habits in their children
- ❖ support the school in its effort to maintain a positive teaching and learning environment
- ❖ support the school in its discipline procedures associated with implementation of the Code of Conduct

SCHOOL STRATEGIES

- ✧ All students receive a copy of the 'Student Rights and Responsibilities' and teachers spend time in class ensuring all children understand them.
- ✧ We believe that the discipline of children is a shared responsibility between home and school.
- ✧ Consequences for inappropriate behaviour are decided upon with reference to this Code of Conduct and are consistent across the school.
- ✧ Further, our school considers that a positive approach to behaviour is desirable in order to foster the concept of self-respect and fairness to children, teachers and the wider community.
- ✧ In order to develop a positive approach to behaviour our school is committed to the following strategies which support our school values of Learning, Success, Respect and Citizenship:
 - develop self-esteem
 - encourage friendship
 - develop pride in the school and the wider community
 - develop understanding of, acknowledge for and respect of differences
 - encourage sharing, tolerance and compassion amongst all children
 - enhance and encourage parent/carer teacher contact
 - be consistent and fair in expectations of behaviour and their consequences
 - encourage organised and responsible play within our playground
 - ensure that children understand the Code of Conduct
 - be consistent in reinforcing the Code of Conduct



SCHOOLS' PRIVACY POLICY

FREQUENTLY ASKED QUESTIONS - FOR PARENTS

The Schools' Privacy Policy informs the school community that information about students can be shared to fulfil the schools' core functions of educating and supporting our students.

The Schools' Privacy Policy establishes a clarified 'need to know' framework, where school staff share information about students with other staff who need to know as part of their role. This is consistent with Victorian privacy law.

Who does the policy apply to?

The policy applies to all central, regional and school staff including principals, teachers, visiting teachers, social workers, wellbeing staff, youth workers, nurses, Student Support Service officers (SSSOs) and all other allied health practitioners. This means the 'need to know' framework below also applies to all school staff, whether employees, service providers (contractors) and agents (whether paid or unpaid) of the Department.

Need to know

All school staff can, and must, share information about a student with other staff who 'need to know' that information to enable the school to:

1. **educate** the student (including to plan for individual needs or address barriers to learning)
2. **support** the student's social and emotional wellbeing and health
3. fulfil **legal** obligations, including to:
 - take reasonable steps to reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors (duty of care)
 - make reasonable adjustments for a student's disability (anti-discrimination law)
 - provide a safe and secure workplace (occupational health and safety law).

Who decides who 'needs to know'?

Subject to the principal's direction, each staff member decides who needs to know specific, relevant information about a student, based on the 'need to know' framework.

Sharing relevant information with other staff who 'need to know' is very different from idle conversation or gossip.

School staff are entrusted with a large amount of important information about students. Staff must treat all such personal and health information sensitively and respectfully, and not share it other than on this 'need to know' basis.

What information and records can be transferred to a student's next Victorian government school?

When a student has been accepted at another Victorian government school, the current school can provide personal and health information about the student to that next school.

This can occur in any, and all, of the following ways:

- verbally: principal to principal (or authorised representatives).
- on paper: by providing copies of the student's records (including any health reports) to that next school
- electronically: including through the CASES21 transfer function; the Student Online Case System (SOCS) and/or via email.

Principals (or authorised representatives) determine what information to provide to that next Victorian government school based on the 'need to know' framework:

What information does the next school 'need to know' to properly educate or support the student, and fulfil the school's legal obligations?

'NEED TO KNOW' framework

Duty of care

A school's duty of care to students means that a principal or other member of the leadership team needs to know about any **reasonably foreseeable risk of harm to anyone** because of the student's behaviour, disability, family circumstances or any other relevant circumstances related to the student.

So, for example, if there is a reasonably foreseeable risk to anyone because the student:

- displays violent behaviours
- is a victim or perpetrator of bullying, assault or age-inappropriate sexualised behaviours
- has emotional, wellbeing or self-harm issues

then staff must **tell the principal** (or other member of the school leadership team).

The principal will then share relevant information with any other staff member that needs to know because they work with, or supervise, the student. Staff must provide the

principal with enough relevant information required to adequately fulfil their own duty of care – so that the principal can fulfil their duty of care too.

Importantly, when there is a reasonably foreseeable risk of harm, staff should act on that information and share the information with other staff who 'need to know', even if the student or parent asks that information not be shared.

Anti-discrimination law

A school's obligation to provide **reasonable adjustments** for students with disabilities (regardless of whether they are eligible under the Program for Students with Disabilities) means that relevant information about a student's disability and their needs must be shared with all staff who work with or supervise that student.

This is required to enable the school to make properly informed decisions about what adjustments are reasonable, and then to implement those adjustments.

This may also be required to meet the duty of care to that student (for example, a student with a medical condition who may require treatment).

This means that relevant information must be shared with staff who work with or supervise that student, to enable them to:

- understand the student's disability and how it affects their learning and social or emotional wellbeing
- implement reasonable adjustments at school, including understanding all recommendations made by the student's treating practitioners.

The relevant school policies are followed by school staff when engaging with parents, such as wellbeing and behavior policies. Go to your school's website for relevant policies.

School staff are available to provide further information about school policies and handling of personal information or contact the DET Privacy Officer at privacy@edumail.vic.gov.au.

PRIMARY SCHOOL
PRIVACY INFORMATION for parents and carers

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including duty of care, anti-discrimination law and occupational health and safety law. If that information is not collected, the school may be unable to provide optimal education or support to your child, or fulfil those legal obligations.

For example, health information may be collected through the school nurse, primary welfare officer or wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services officer, the required consent will be obtained. Our school also collects information provided by parents and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, such as apps and other software, to effectively collect and manage information about your child for teaching and learning purposes, parent communication and engagement; student administration; and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know to enable the school to educate or support your child, or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to that next school. Transferring this information is in the best interests of our students and assists that next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy including about how to access personal and health information held by the school about you or your child, see our school's privacy policy:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.



Stanhope Primary School Uniform Policy

- **The Dress Code applies during school hours, while travelling to and from school and when students are on school excursions**
- **All students will wear black coloured pants/trousers, with maroon coloured T Shirt,(including SPS sports shirts) windcheater or 'bomber' jackets**
- **Students that prefer to wear dresses must wear shorts or leggings underneath.**
- **The only headwear acceptable is the Sun Smart hats which have been deemed compliant with the school's Sun Smart Policy**
- **Stud earrings and sleepers worn in the ears, plus watches are the only acceptable jewellery**
- **Hair must be tied back off the face as soon as long enough to be practical.**
- **Other than clear nail polish, cosmetics may not be worn at school, except when expressly permitted on Out of Uniform or other special event days.**
- **Footwear should be black where possible, but other footwear suitable for sport and PE is also acceptable. All footwear must be closed toe.**
- **Headbands, ribbons and ties will be black or maroon only**
- **The Uniform Shop is outsourced through 'Mr Embroidery' in Kyabram, subject to the written arrangements as detailed in their proposal. The Dress Code will be made available to Mr Embroidery**
- **Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability or health condition must apply in writing to the Principal. This can then be taken to School Council for further discussion and decision making.**

Novel coronavirus (2019-nCoV)

Factsheet for school students and children

Last updated 29 January 2020

An outbreak of novel coronavirus (2019-nCoV) was detected in Wuhan, China in late December 2019. Cases have been reported predominantly in the city of Wuhan, in the Hubei province of China, as well as some other Chinese cities and countries, including two confirmed cases in Victoria, Australia.

What is this virus?

Coronaviruses can make humans and animals sick. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East Respiratory Syndrome (MERS).

The virus seen in Hubei Province, China is called 'novel' because it is new. It has not been detected before this outbreak. Most people infected live in, or travelled to, Hubei Province, China. There have been cases of 2019-nCoV reported in other Chinese provinces and other countries. It is likely that the virus originally came from an animal, and there is now evidence that it can spread from person-to-person.

What are the symptoms?

Symptoms can include fever, cough, sore throat, or shortness of breath. Symptoms can take up to 14 days to develop.

What if my child is well, and returning to school after being in Hubei province, China or other countries with cases in the last 14 days?

All students and staff members who have travelled to Hubei Province, China, are advised to stay at home and avoid public settings, including attendance at schools and early learning centres, until 14 days after last being in Hubei province, China.

Children and staff who are well and have travelled to other provinces in China, or any other areas where there have been reported cases, are NOT recommended to be excluded from schools and child care services unless the following applies:

- The person is a confirmed case of novel coronavirus
- The person is a close contact with a confirmed case of novel coronavirus in the past 14 days

What if my child feels sick now or within 14 days of being in Hubei Province, China or another part of China?

- If your child has a cough, sore throat or shortness of breath, they must be excluded from school and be reviewed by a doctor.
- Seek medical attention but first place a mask on the student if you have one and call the doctor or hospital before you attend. Tell them your child has been in Hubei province, China, or the location of travel within China.
- When you get to the hospital or doctor's clinic, tell them where your child has travelled in China and whether this included Hubei Province. Ensure a mask is placed on your child before or as soon as you arrive at the medical facility.

If your child has severe symptoms, such as shortness of breath:

- Call 000 and request an ambulance, and
- Inform the paramedics where your child has been in China.

How can I help prevent the spread of 2019-nCoV?

Practising good hand and sneeze/cough hygiene is the best defence. The most important actions are:

- Wash your hands often with soap and water
- Cough and sneeze into your elbow

Where can I get more information?

For Victorian updates to the current incident, go to: <https://www.dhhs.vic.gov.au/novelcoronavirus>

For national updates: <https://www.health.gov.au/news/latest-information-about-novel-coronavirus>

For international updates: <https://www.who.int/westernpacific/emergencies/novel-coronavirus>

WHO resources <https://www.who.int/health-topics/coronavirus>

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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Stanhope Primary School



Learning—Success—Respect—Citizenship

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Midland Highway
P.O. Box 19
Stanhope VIC, 3623
Fax. 5857 2772

28 January 2020

Dear Parents/Guardians,

Re: Medical Authority Form

It is a requirement of the Department of Education & Training, to ensure schools store and administer medication correctly. This topic relates to ***all medications including prescription and non-prescription medication.***

Medication must be provided to the school **WITH** the authority form in the following ways:

1. In the original pack with the student's name and dose written on the box/bottle
2. In a Webster/Blister Pack
3. In the original packaging strip, cut into the dose and in a dosette box with the student's name written on the box.

In line with the School's Medication Policy, the school **must** receive the correct authority to administer any medication to students.

To assist our families with this requirement, please find attached a Medication Authority form, which must be completed & returned to the school office **prior** to any medication being administered to your student.

Additional forms may be obtained from the school office.

Yours sincerely,

Mica Rosenberg
Business Manager



Stanhope Primary School

Midland Highway, PO Box 19, Stanhope VIC 3623

Phone: 5857 2514 Mobile: 0419 548 319

Email: stanhope.ps@edumail.vic.gov.au

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 the Australasian Society of Clinical Immunology and Allergy (ASCI): <http://www.allergy.org.au/health-professionals/ascia-plans-action-and-treatment>.

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

Name of School: _____

Student's Name: _____ Date of Birth: _____

MediAlert 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:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> 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:
Name of Medical/health practitioner:
Professional Role:
Signature: Date:
Contact details:
Name of Parent/Carer or adult/Mature minor**:
Signature: Date:

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

**Please note: Mature minor is a student who is capable of making their own decisions on a range of issues, before they reach eighteen years of age. (See: [Decision Making Responsibility for Students - School Policy and Advisory Guide](#)).