“A Kaleidoscope of learners”
Together we can, for every child, every day in every classroom.

Our Purpose: To teach literacy and numeracy and to improve student outcomes.

Our Values

Our school purpose and all of our community’s collective work is underpinned by our core values of:

1. **Respect**: for relationships, ourselves, each other and our environment.
2. **Equality**: each member of our community is and will be treated the same.
3. **Inclusion**: each member of our community is welcomed and valued for the contribution they make.
4. **Excellence**: each member of our community will be challenged to achieve their personal goals and aspire to excel in all that they do.
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Dear Parents/Caregivers,

River Gum Primary School has a strong program in place to support the various transitions that our students make from year to year throughout the school. Please take the time, with your child, to read and understand the policies and sign the accompanying form and return it to school.

It is very important that we receive this information promptly. Should you have any queries, please contact your child’s teacher during school hours on 9799 1216.

Thank you for your support.

Roma McKinnon

Roma McKinnon
Principal
Student Policies

Student Engagement and Inclusion

At River Gum, our Student Engagement and Inclusion Policy provides for a safe, non-threatening learning environment which will optimise learning and feelings of connectedness to school. We will offer support to students to enhance the development of positive relationships between students, teachers and the wider community to allow students to reach their full potential academically, socially and emotionally.

Student Expectations

Relationships are the key to creating a culture of ‘Together We Can’. Students are encouraged to respect not only themselves but their peers, teachers and the environment. It is an expectation of all students at River Gum Primary School that they will:

- Follow the school rules;
- Attend school punctually and daily;
- Arrive at school prepared to learn and be engaged in their own learning;
- Respect the rights of others;
- Follow the rules as outlined in the ICT Acceptable Use Policy and refrain from all forms of bullying including cyber bullying;
- Show respect for resources, furniture, equipment and grounds;
- Follow the school SunSmart Policy and wear the school hat with a combination of sun protection measures from September to the end of April and whenever UV levels reach 3 and above.

Parents and Caregivers

Parents and Caregivers at River Gum are asked to:

- Familiarise themselves with the Community Code of Conduct;
- Build positive relationships with staff, students and the school community;
- Respect the rights of staff and approach in a calm and reasonable manner at all times;
- Ensure that your child/ren attend school daily and are on time;
- Ensure that your child/ren has been picked up from school on time or alternative arrangements have been made;
- Provide written notification or a medical certificate after your child has been absent form school. This is a legal requirement;
- Play an active part in their children’s learning by supporting home reading and research-based homework projects;
- Enforce all River Gum Primary Policies. These can be found in full on the school website;
- Stay up-to-date with school activities and meet financial obligations;
- Communicate regularly with the school in regard to contact details.
Classroom Management

All classrooms are expected to use the Step Program. Below is an overview of the steps:

**Step 1** – Verbal Warning (Green Card);

**Step 2** – Second Warning (Yellow Card);

**Step 3** – Isolation in the classroom (Orange Card);

**Step 4** – Removal to pre-arranged buddy grade (Red Card);

**Step 5** – Student removed to administration and an SSG is organised;

**Step 6** – Alternative Pathways are negotiated and help may be sought by other professionals such as psychologist, social worker etc. (As a last resort when all other avenues have been exhausted, suspension or expulsion may be considered).
Playground Management

If an incident occurs in the yard which is considered to be of a serious nature students may be directed to attend Behaviour Management. Behaviour Management involves withdrawal from the yard and discussion of the inappropriate behaviour.

**Behaviour Management Steps**

**Session 1**
Students take ownership for their actions and write about the choice they made and what they should have done. (Junior and Senior forms are available.)

**Session 2**
Students unpack the River Gum school rule while thinking about their behaviour.

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Students have a restorative discussion with a member of staff and devise a way to repair any harm caused. This should have victim involved but should not affect the victim’s break time.

**Session 3**
Students make an effort to repair the harm e.g. Apology letter, remove graffiti etc. This can involve the student discussing their feelings about the incident.

As a general rule, a student who has attended Behaviour Management three times will be placed on a Behaviour Management Plan. The Behaviour Management Plan will be developed by the Classroom teacher following the Behaviour Management Plan Framework.

This will then be discussed at the SSG. The plan may be altered slightly due to parent input. SSG (student support group) meetings will require a number of people to be involved. Please refer to the Behaviour Management Plan Framework.

In extreme cases the executive team in consultation with parents, classroom teacher and CTT leader will make the final decision as to what is in the best interest of the student and wider school community.
Student Images, Privacy and Copyright

At River Gum we celebrate the achievements of our students by acknowledging their participation in school events and their achievements through 'Connections', on the school website and on the PowerPoint display in the foyer. We identify a student only by their first name, class or year level. If an individual photograph and full name is required, we will only publish this on the website in the ‘Connections’ or on the PowerPoint display with the consent of the parent and student.

We invite the local press to school events and they are expected to follow the school policy on the publication of photographs of students as outlined above. When a story is about an individual achievement we will always seek parental consent before passing information or photographs on to the press for publication. If you have any concerns about how photographs of your child may be used by the school please contact one of the Collaborative Teaching Team Leaders on 9799 1216.

Homework

Homework is intended to be relevant and to build students skills. It is designed to be completed outside normal school hours to enhance the school’s learning program.

River Gum Primary School follows the Department of Education Guidelines in regards to setting homework. As students move through the school, the time expected to be spent on homework will increase. If you have any queries regarding homework please see your child’s teacher to discuss this.

Years Prep to 4

- Prep to Year 4 homework should not be seen as a chore.
- Homework will enable the extension of class work by practising skills or gathering extra information or materials.
- Homework will mainly consist of daily reading to, with, and by parents/caregivers or older siblings.

This will generally not exceed 30 minutes a day and not be set on weekends or during vacations.

Years 5 and 6

- Years 5 and 6 homework should include daily independent reading.
- Homework may include extension of class work, project and assignments, essays and research.

This will generally range form 30-45 minutes a day.
Student Pick Up - End of the School Day

If you are unable to pick your child/ren up from school at 3:15pm, as an unforeseeable situation has arisen, it is your responsibility to contact the office and inform the school as soon as possible. Any children waiting to be picked up at 3.30pm will be sent to the office area to wait. After 3.30pm teachers are no longer on yard duty, and to ensure you child is appropriately supervised, they will be asked to wait at the office, if they are still on school grounds. It is the responsibility of parents/caregivers to ensure your emergency contact details are kept up to date at all times. After 4:00pm appropriate authorities may be contacted if key contact people/carers cannot be reached.

It is the responsibility of the parent/carer to maintain accurate school records via the Office.

Uniform Policy

Student Expectations
All students are expected to be in full uniform each day with the exception of scheduled non-uniform days. Full uniform requirements are:

- No open toed sandals and no roller shoes are to be worn;
- Stud earrings and sleepers worn in the ears only and watches are the only acceptable jewellery for students. School badges are acceptable;
- No make-up, cosmetics or nail polish is to be worn at school by students;
- All students must wear a sunsmart hat when outside during terms 1 and 4. Hats are not to be worn indoors. Students may wear a navy beanie during terms 2 and 3;
- Students who wear a hijab for religious reasons are exempt from the aforementioned guideline;
- Students in Year 6 may wear the official Year 6 windcheater and/or polo top;
- No hoodies are to be worn;
- No extreme hair colours or hairstyles;
- During Casual Dress days no singlet tops are to be worn and appropriate footwear must be worn.

The new dress and polo shirt are available for purchase at PSW as optional extras.

Parent/Caregiver Expectations
Parents/Caregivers will ensure that:

- Their child is in the correct uniform as outlined on the school uniform pricelist;
- Their child comes to school in the correct uniform;
- They support the school in regard to the uniform policy.
In-School Visits and Excursions Policies

School Camp and Sleep-Over Policy

Student Expectations
While students are attending school camp or sleep over they are expected to:

➢ Follow the School Rule;
➢ Follow all directions given by the school staff and camp staff;
➢ Respect the equipment of the campsite and use it as directed and instructed;
➢ Accept the differences in personalities, beliefs, strengths and weakness of others;
➢ Behave in a manner that is in line with the Community Code of Conduct and the School Rule;
➢ Leave mobile phones, iPhones, iPods and electronic games at home.

Breaching this policy
Students who are unable to behave in an appropriate manner may be withdrawn from an activity or activities. Severe breaches will result in the parents/caregivers being contacted to collect the student; this is at the expense of the parents/caregivers.

Parent/Caregiver Expectations
For students to attend camp parents are expected to:

➢ Complete all required forms;
➢ Ensure that the camp is paid for by nominated date;
➢ Provide all relevant medical and dietary information;
➢ Provide information in relation to any medical training that is required for your child’s condition at least one month prior to camp;
➢ Provide any medication in the correct containers, clearly identifying the student’s name, name of medication and dosage required.
➢ Provide contact details that are accurate and current;
➢ Contact the school if there is an emergency and you need to speak with the teacher on camp.
**Local Excursions**

From time to time teachers may take their class outside the school grounds, to locations such as: the local reserve on the corner of Campbell Drive and Cairns Road, the local shopping centre or library. These local excursions will enhance students’ learning experiences. Your classroom teacher will notify via a note home if this is going to happen, clearly stating the date, time and purpose for the visit. A ratio of 1 teacher to 20 students is strictly adhered to when planning excursions.

**Performing Arts Centre**

River Gum Primary School owns the Performing Arts Centre (PAC) located on the Hampton Park Secondary College site. Our Performing Arts and Music programs are run in the PAC. For your child to attend any class or events in the Performing Arts Centre during school hours your consent is required as your child must leave the school grounds and cross Fordholm Road and Campbell Drive depending on the required entry to the Performing Arts Centre. Your child will always be accompanied to and from the Performing Arts Centre by a Staff Member.
Digital Technology

**DVD and Video Viewing**

As part of the curriculum, students may be required to view DVDs or videos. Primary School students are restricted to viewing DVDs or videos with a rating no higher than G. However, there may be times when relevant subject material may have a PG rating. If this is the case, parents/caregivers will be provided with information regarding the DVD or video prior to viewing.

If you have any concerns please contact your child’s classroom teacher on 97991216.

**Mobile Phones and Electronic Games/Toys**

Students may own a mobile phone that parents/caregivers have given them for safety reasons. With this in mind, if your child will be bringing a mobile phone to school it must be turned off and left in your child’s school bag. Students are not permitted to use the camera function on their phone at any time whilst at school. This is potentially a legal offence and breaches privacy laws.

**Consequences of Students using a mobile phone during the day**

- 1st Infringement- Warning Given.
- 2nd Infringement- The mobile phone will be confiscated and taken to the Collaborative Teaching Team Leader. The phone will be locked away until the end of the day when it will be returned to the student. An infringement notice will be sent home.
- 3rd Infringement- Parents will be contacted and asked to collect the phone from the Collaborative Teaching Team Leader.

Further infringements will result in a meeting involving parents/caregivers, students and teachers to discuss appropriate consequences.

*Under no circumstances are electronic games or toys permitted at school. River Gum Primary School takes no responsibility for students’ mobile phones or electronic game/toys if brought to school by students.*
ICT Acceptable Use and Learning Technologies Policies

Multi-Media Software
Students are expected to:

- Use the internet in line with the school Code of Conduct and use appropriate language when talking to and working with others online;
- Use the internet at River Gum Primary School for educational purposes and use the equipment properly;
- Not interfere with network security or data belonging to other users;
- Not bypass the Proxy Severs to gain access to blocked sites;
- Not log into the network with the Username and Password (Cases Code) of another student;
- Keep their password secret and only reveal it to staff members if requested to do so;
- Never download or upload unauthorised programs, including games, to the school’s network, or run them on the school’s network;
- Retain the connections and screen settings;
- Avoid Social networking sites such as Facebook, Twitter, YouTube etc;
- Use only Apps approved and distributed by the school;
- Login in with Cases Codes – and if required log out of an app at the end of its use;
- Have clean hands at all times when using Learning Technologies equipment;
- Ask for assistance from the teacher supervising them if in doubt as to correct procedure;
- In the event that any of the technology is not functioning correctly, tell the supervising teacher immediately.

Breaching These Policies at School
If a student is found to be using the internet, iPad Minis, computers or any other technology inappropriately at school they will be unable to use any technology for a negotiated amount of time.

Parents will be informed of breaches to the ICT policy and informed of the amount of time the student will be denied access for.

The amount of time will depend on the severity of the inappropriate use, and may range from a week to a full term.
Multi-Media Hardware

Expectations of Students
Students are expected to:

- Check equipment before using it, to ensure that nothing is missing and that the equipment is working correctly;
- Be responsible for reporting any faults or losses to the supervising teacher;
- Return items at the end of each session.
- Use and hold all technology appropriately and carefully as instructed
- Not have food or drink near any Learning Technologies equipment.

Breaching These Policies at School
Students will actively engage with the multi-media equipment at River Gum Primary School. This equipment includes but is not limited to: cameras, tripods, lights, iPod, iPad minis, netbooks and microphones.

If the aforementioned devices are damaged due to unacceptable use by a student, the parent/caregiver will be required to cover replacement or repair costs.

It is therefore necessary for parents/caregivers to acknowledge that you as the parent/caregiver are guaranteeing to pay for repairs or replacement if required due to damage or loss of the equipment caused by your child.

Any student observed-reported not following these expectations will not be permitted to continue to use the equipment.
Community Policies

Listed below are the procedures that will only require a signature as the need arises.

**Medical Information**
Parents/Caregivers are required to ensure that the school has correct and current information in relation to medical conditions your child may be experiencing, to ensure Sentral can be updated and class teachers are informed. If your child has any of the following medical conditions you must complete and supply to the school a Medical Management Plan. This plan must be provided by your child’s doctor.

Medical Management Plans are required for:

- Asthma
- Epilepsy
- Anaphylaxis
- Diabetes
- ADHD

It is the responsibility of parents/caregivers to ensure that this plan is updated and that the school is provided with medication in its original container as a safety precaution.

**Ambulance**
In the event of an emergency an ambulance will be called if deemed necessary at the digression of the Principal or the teacher in charge of an out of school event.

**Medication Procedures**
There are times when your child may require medication during the school day. We have the authority to administer **prescription medication only**. Parents/caregivers are required to complete the Student Medication Request form for a qualified staff member to be able to administer medication to your child. All medication must be stored in the office/first aid room and students need to come to the office at the correct time to take their medication.

Parents/Caregivers please note:
Medication will not be handed back to the student at the end of the day. Parents must collect medication;
A new Medication Request form must be supplied for each new medication given.

Visitors to School Procedure
Parents/caregivers and all visitors to the school are required to follow our Visitors to School procedure. The procedure covers the following:

- All visitors must register their arrival and departure from the school in the Visitors book at the office. A visitor’s badge clearly identifying the wearer as a visitor to the school must be worn while at the school.
- Parents/Caregivers dropping their children off late must report to the office. Parents dropping off items to their children during school hours must leave these items at the office. They will be delivered to the child by a staff member.
- Parents collecting their children early from school are to report to the office. Your child’s teacher will be contacted by the office staff. Your child will meet you at the office.
- All volunteers must have a Working with Children Check within the requirements of the Working with Children Act, 2005. This check must be on file at River Gum Primary School. Volunteers must also sign a privacy statement and be approved by School Council to work in the school.

Court Orders
Parents/Caregivers are required to provide the school with a copy of any/all court orders so that we can help maintain the integrity of the order. River Gum Primary School is unable to enforce any orders that have expired. River Gum Primary School is required to request and obtain copies of any court order affecting students. This includes Parenting Plans. We require this information upon enrolment or when family circumstances change. Teachers need to be informed as well to ensure correct procedures are followed and appropriate action is taken when necessary. If there is a dispute and parents/caregivers decline to provide copies of the most recent court orders, River Gum Primary School can obtain assistance through the Legal Services Unit of the Department of Education, to obtain these directly from the Court Registry.
At River Gum Primary School students own their own learning and our teachers use their pedagogical knowledge to personalise learning. We value community, relationships and reflection.

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

This Code of Conduct sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Code of Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully and as a community working together.

RESPONSIBILITIES

AS PRINCIPALS AND SCHOOL LEADERS, WE WILL:

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

AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:

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

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

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

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

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

**CONSEQUENCES FOR FAILING TO UPHOLD THE VALUES OF THIS CODE OF CONDUCT**

**UNREASONABLE BEHAVIOURS**

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

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

CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour. Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences. This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.
THE FOLLOWING PAGES MUST BE SIGNED AND RETURNED TO YOUR CHILD’S CLASSROOM TEACHER.

COMMUNITY CODE OF CONDUCT
PROMOTING HEALTHY, SAFE AND RESPECTFUL SCHOOL COMMUNITIES

I agree to meet the expectations of parents stated in the Code of Conduct and acknowledge the possible consequences of failing to uphold the values of the Code of Conduct.

........................................................................................................ Signature Parent (or relevant person)
........................................................................................................ Print name
........................................................................................................ Date

........................................................................................................ Signature Parent (or relevant person)
........................................................................................................ Print name
........................................................................................................ Date

I on behalf of all teaching and non-teaching staff agree to take all reasonable steps to ensure the safety, security, health and wellbeing of all students, staff, parents and visitors to the school and that I meet the expectations stated in the Code of Conduct.

........................................................................................................ Signature Principal
........................................................................................................ Print name
........................................................................................................ Date

I agree to meet the expectations of students stated in the Code of Conduct and acknowledge the possible consequences of failing to uphold the values of the Code of Conduct.

........................................................................................................ Signature Student
........................................................................................................ Print name
........................................................................................................ Date
We have read the School Policy Document and support the school's guiding belief that we should respect ourselves, other people and property and in doing so we will help keep our school a safe and happy place for all children.

Areas covered under this consent are:

- Student Engagement & Inclusion Policy
- Student Images, and Copyright
- Homework Policy
- Student Pick Up – End of the School Day
- Uniform Policy
- School Camp and Sleep Over Policy
- Local Excursions
- Performing Arts Centre
- DVD and Video Viewing
- Mobile Phones and Electronic Games/Toys
- ICT Acceptable Use and Learning Technologies Policies
- Multi-Media Hardware
- Community Policies

Please sign and return this form for all of your children attending school.

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Together We Can