

# Forrest Primary School Handbook



Forrest Primary School helps all of our students reach their full potential in a safe, loving, inspiring and challenging learning environment.

We strive to develop confident, compassionate, responsible children who are lifelong learners and can make the world a better place.

Our community is culturally diverse and we value and celebrate the perspectives, knowledge, skills and abilities all bring to our school.



Forrest Primary School  
8 Hobart Ave  
Forrest  
ACT 2603

Phone: (02) 62055644

Fax: (02) 62055617

Email: [Forrestps@ed.act.edu.au](mailto:Forrestps@ed.act.edu.au)

# Welcome

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The principal, staff and students of Forrest Primary School extend to you a warm welcome.

The school is well-situated in the National Parliamentary Triangle with the iconic flagpole dominating the landscape. It speaks of grandeur, strength and a positive future. The school has an international feel with 40% of enrolments from diverse linguistic and cultural backgrounds.

Our vision for the school is the creation and maintenance of a dynamic and harmonious learning community as embodied in our mission statement.



We are proud to be seeking authorisation in 2016 as an International Baccalaureate World School delivering the Primary Years Programme (IBPYP). The IB curriculum framework ensures that students participate in a rigorous, challenging, inspiring and engaging programme. The short term and long term knowledge needs of the children are met by a cyclical Programme of Inquiry (POI). The students identify with the IB Learner Profile which demands that learners are internationally-minded, teaching them to be:

Inquirers  
Knowledgeable  
Thinkers  
Communicators  
Principled  
Open-minded  
Caring  
Risk-Takers  
Balanced  
Reflective

The IB programme brings hearts and minds together to make a difference in the world.

Teachers are the most valuable school resource. It is the teachers who make a difference for children, who improve academic and social outcomes.

As Principal, I inspire, affirm and develop teachers and so enliven and empower children to reach their full potential.

While it is my responsibility as Principal to manage every aspect of the school, I consider that the greatest and most important responsibility is to be leading and supporting teachers for the enduring benefit of the students of Forrest Primary School.

I hope this handbook answers any important questions that may concern you as your child enters a new school and a new phase of life.

I welcome you and invite you to partner myself and my staff as we take your child's learning to the next level.

**Christine Pilgrim**

Principal

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# General Information

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## *School Hours*

### **9:00am – 3:00pm**

**Session 1:** 9:00am – 10:50 am

Lunch Eating: 10:50am – 11:00am

Lunch Play session 1: 11:00am – 11:25am

Lunch Play session 2: 11:25am - 11:50am

**Session 2:** 11:50am – 1:40pm

Recess: 1:40pm - 2:00pm

**Session 3:** 2:00pm – 3:00pm

As there is minimal staff supervision before 9.00am children should not arrive at school before 8.45am. For safety reasons, it is imperative that children arrive only when the playground is supervised.

## *Deakin Preschool*

Inquirers – Monday, Tuesday, Wednesday (odd weeks)

8.45am – 2.45pm

Investigators – Wednesday, Thursday, Friday (even weeks)

8.45am – 2.45pm

## *Executive Staff*

Principal – Christine Pilgrim

Deputy Principal – Michelle Bourdet

School Leader C (SLC) Executive Teacher – Hayley Singh

School Leader C (SLC) Executive Teacher – Candice Kingston

School Leader C (SLC) Executive Teacher – Nicole Richardson

Executive Teacher Professional Practice (ETPP) – Jemma O'Brien

Business Manager – Ann Hayres

P&C President – Tui Davidson

Board Chair – Sally Troy



# Mission Statement

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Forrest Primary School helps all of our students reach their full potential in a safe, loving, inspiring and challenging learning environment.

We strive to develop confident, compassionate, responsible children who are lifelong learners and can make the world a better place.

Our community is culturally diverse and we value and celebrate the perspectives, knowledge, skills and abilities all bring to our school.

## Beliefs

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At Forrest Primary School we believe:

- Students learn best in a challenging, safe and scaffolded environment.
- Individual learning needs, styles, prior experience need to be recognised, valued and catered for.
- Learning should involve a diverse range of relevant, fun, and meaningful experiences.
- Learning needs to be developmentally appropriate continuously consolidated and reflected upon.
- Learning is a social process where collaboration and cooperation lead to problem solving.
- Positive and timely feedback assists student progress.
- A strong partnership between home and school is important for successful learning.

Evidence of embedding these beliefs is demonstrated by:

- Our classrooms providing a positive, vibrant atmosphere with students engaged in developmentally appropriate programmes based on inquiry.
- Teachers working in collaborative teams to plan and reflect upon the programme.
- Teachers, teachers' assistants and administrative staff collaborating in a professional team committed to the welfare and education of the students.
- Offering a variety of challenging extra curricula activities.
- Teachers continuing to undertake relevant professional development to broaden their expertise and enhance their skills.
- Staff ensuring the welfare and safety of all students.



# School Improvement

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The ACT Education and Training Directorate require all schools in the ACT to undertake a school improvement cycle. To ensure that all students learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives.

This process involves creating a School Plan, an Annual Operating Plan and Validation at the completion of each school improvement cycle.

The School develops a four year strategic plan with clear priorities and strategies. This plan drives the annual operating plan with a focus on achieving each priority.

Documents can be found at [http://www.forrestps.act.edu.au/our\\_community](http://www.forrestps.act.edu.au/our_community)



# IB PYP

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Forrest primary School will be formally authorised as an International Baccalaureate World School offering the Primary Years Programme (IB PYP) in 2016.

The PYP is for pupils aged 3 to 12 and focuses on the development of the whole child in the classroom and in the outside world.

The IB Programmes are recognised by all major tertiary institutions in Australia and the IB works with 2,816 schools in 138 countries to offer the three IB programmes: Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme, to approximately 775,000 students world-wide. In Australia there are currently 127 IB World Schools.

The IB 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 IB 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.

For further information please visit:

<http://www.ibo.org/> <http://www.whatisib.com/what-is-pyp.html>

## *Learner Profile* - IB learners strive to be:

### **Communicators**

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

### **Knowledgeable**

They explore concepts, ideas and issues that have local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

### **Reflective**

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

### **Open-minded**

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

### **Principled**

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

### **Inquirers**

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

### **Risk-takers**

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

### **Caring**

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

### **Balanced**

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

### Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

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# Australian Curriculum

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Forrest Primary School is implementing the Australian Curriculum (AC) as a foundation for successful, life-long 21st century learning and participation in the Australian community. Our curriculum areas are:

## *The Arts*

The Arts is an important component of the Forrest Primary School curriculum. The Arts focuses on developing students' capacity to create, present and appreciate a range of art forms, including dance, drama, music, visual arts and media. Students at Forrest Primary School have opportunities to participate in the ACT Instrumental Music Programme (IMP) including the School Band in Years 5 and 6, choirs across the school, dance and drama programmes.

## *English*

The Forrest Primary English curriculum follows the Australian Curriculum: English which is based on the three interrelated strands of Language, Literature and Literacy.

The three strands are:

Language- knowing about the English language

Literature - understanding, appreciating, responding to, analysing and creating literature

Literacy- expanding the repertoire of English usage.

Together these three strands focus on developing students' knowledge, understanding and skills in listening, speaking, reading, writing and viewing standard Australian English.

## *Information Communication Technology (ICT)*

At Forrest Primary School we seek to deliver contemporary education in a traditional building. We see computer technology as an integral part of learning and teaching. We believe technology to be an exciting and essential tool with which to engage, motivate and support our students in their learning.

Technology changes rapidly and it is challenging to keep up with limited budgets. ETD supports learning with technology by providing funds each year to upgrade technology and cull old computers that no longer meet the needs of students and teachers and no longer synch with improved infrastructure.

Over the past two years ETD has also made progress in deciding upon platforms and programmes it will support as a system. Two of these are the Google platform which includes Google Classroom and Google Docs which work best with Chromebooks. ETD also supports and encourages 'Bring Your Own Device' (BYOD). I-pads have been promoted to provide assistive technology to children with disabilities (including dyslexia). I-pads are also used widely by groups of children for programmes such as guided reading.

### **Current resources:**

- **Preschool to Year 3** are using i-pads for small group work. Currently , 18 i-pads are shared between two classes (with the housing set up in one of the classrooms.)
- **Year 4** use a laptop trolley housing 28 laptops.
- **Years 5 and 6** use Chromebooks (one between two students) and are being educated in using the Google Platform.
- **Some Children with Special Needs** have iPads for their dedicated use. These iPads have specialised applications which assist their learning.

Forrest Primary School is fortunate to have purchased subscriptions to two amazing online educational based programs which offer our students support in a variety of curriculum areas. These programs are:

- Reading Eggs and Reading Eggspress (Years K-6)
- Mathletics (Years K-6)

**Reading Eggs and Reading Eggspress** [www.readingeggs.com.au](http://www.readingeggs.com.au)

- Reading Eggs is a web-based Literacy learning program which integrates home and school learning via the internet. This powerful educational program is based on the most up-to-date research on how children learn to read. The lessons use animation, activities and reward games to keep children motivated. It is completely interactive to keep children on task. When children start the program, they can complete a placement quiz to ensure they are starting at the correct reading level. Reading Eggs is a web-based Literacy learning program which integrates home and school learning via the internet.

**Mathletics** [www.mathletics.com.au](http://www.mathletics.com.au)

- Mathletics is a web-based Mathematical learning program which integrates home and school learning via the internet.

### *Languages Other Than English (LOTE) - Japanese*

The Japanese programme at Forrest Primary School follows the guidelines set out by the Directorate of Education and Training. Students from Year kindergarten to year 6 participate in a session once a week for 10 weeks of the year.

### *Mathematics*

The Forrest Primary Mathematics programme follows the Australian Curriculum. The curriculum is organised around three content strands: **Number and Algebra, Measurement and Geometry, and Statistics and Probability**. Embedded across these three areas are four proficiency strands, aimed at ensuring students proficiency in mathematical skills develops throughout the curriculum and becomes more sophisticated over the years of schooling. These strands are Understanding, Fluency, Problem solving, and Reasoning.

### *Physical Education and Health (PE)*

At Forrest students participate in physical education lessons ranging from fitness, fundamental movement skills and cooperative games. Students have opportunities to participate in the athletics carnival, swimming carnival, cross country, walkathon, cluster school sport, physical education clinics, gross motor, water safety and swimming programme, cricket, AFL and basketball.

### *Science, History, Geography and Technology*

The subjects Science, History, Geography and Technology are often taught as an integrated inquiry unit at Forrest Primary School. The subjects follow the Australian Curriculum in Science, History, Geography and Technology.

Science is divided into three main strands - Science Understanding, Science as a Human Endeavour and Science Inquiry Skills. Each main strand then has different areas of its own. For example the strand Science Understanding is broken into Biological Sciences, Chemical Sciences, Earth and Space Sciences and Physical Sciences. Across each school year, students at Forrest Primary School are taught the required content from each strand.

History is organised in two interrelated strands - Historical Knowledge and Understanding and Historical Skills.



Geography is also taught through the Integrated Inquiry process. The draft Geography curriculum is organised under Knowledge and Understanding and Inquiry and Skills.

Technology is integrated across all curriculum areas.



# Additional Programmes

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## *Band*

Students at Forrest Primary School have opportunities to participate in the ACT Instrumental Music Program (IMP) including the School Band in Years 5 and 6.

## *Buddy Programme*

Throughout the school, a class buddy system operates which encourages friendships across different year levels. E.g. kindergarten with year 6 and year 1 with Year 5. They meet regularly for a variety of activities including fitness sessions, literacy, art, craft, singing and dancing.

## *English as an Additional Language and Dialect (EALD)*

The EALD Programme is available for students whose first language is not English. Students eligible for EALD support range from those newly arrived in Australia and beginning to learn English, to Australian born students from a non-English speaking background.

## *Excursions*

Excursions/incursions are an integral part of the education programme at Forrest Primary School. Through excursions, students enhance their educational programme. A note detailing the purpose of the excursion, times, cost and transport arrangements is sent home prior the excursion. All children are expected to be in uniform when on an excursion. Excursions and performances are planned as part of the Programme of Inquiry and are an essential curriculum requirement.

## *Home Reading*

Developing effective reading strategies and a love of reading is a key focus in the junior years. The home reading programme is a wonderful way for parents and volunteers to help children with reading both at school and at home. We advise parents not to compare their child with others as children develop skills at different rates. Focus on your child's achievements. The teachers will inform parents about the organisation of the programme early in the year.

## *Indigenous Homework Club*

Homework Club meets in the school library every Monday from Week 3 in Term 1 throughout the end of the year. There is a Forrest School Policy that all homework is given out on Mondays. There are two parts to the homework club:

- From 2 – 3pm any Indigenous parents who are able to join us are welcome to come and go through the homework for that week with a tutor in a relaxed group setting. The tutoring session enables parents (and also other volunteers who come along) to become familiar with the content of the homework as well as be given guidance in how to assist their children to complete the tasks. The parent time also allows for discussion of what is happening in the school and the local community and enables parents to network with each other, with the school and with other volunteers from other organisations which support their children. Not all parents are able to attend the parent session but everyone is welcome to come along when they can. Free bus transport to the parent session can be arranged.
- At 3pm the students arrive and after a quick snack settle down to do their homework with their parents or volunteers. Often the students work in year groups which enables them to support each other and access common materials. There is access to the library resources and the computer lab which enables the students to do research, type up projects and use Mathletics or Reading Eggs. At 4pm, the free bus transports any parents and students



home. Many students have had 100% attendance at the homework club in 2014 and feedback from both parents and students has been very positive.

### ***KidsMatter***

KidsMatter is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children. KidsMatter provides the proven methods, tools and support to help our school work with parents and carers, health services and the wider community, to nurture happy, balanced kids.

### ***Learning Extension***

Forrest Primary provides enrichment and extension programmes for students with special skills and abilities each year. The programme varies depending on the needs of the students. The focus of the programme may include Sport, Dance, The Arts, ICAS Competitions and Sustainability.

### ***Learning Support***

We monitor each student's progress and provide additional targeted support if this is required. Our school uses individual learning programmes and specialised staff where needed and we work in partnership with parents and carers to assist students. Staff are highly trained to support students with dyslexia and reading difficulties.

A model used at Forrest Primary is Response to Intervention (RTI). It is a multi-tier approach to the early identification and support of students with learning needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Progress is closely monitored to assess both the learning rate and level of performance of individual students.



### ***Lunchtime Clubs***

Lunchtime clubs are run during lunchtime for all children. These are very popular clubs that include: Chess, Yoga, Dance, Lego, Colouring, Choir, gardening, and language clubs. These clubs change each term.

### ***Mother Tongue Language Clubs***

Our Mother Tongue Language Club is delivered once or twice a term by teachers and volunteers. The clubs are offered for all students and are designed to encourage language development in a fun and enjoyable way. The range of languages offered is flexible and varied.

Students are encouraged to keep up fluency and improve literacy in their mother tongue. At Forrest Primary it is more important that students feel a sense of pride in where they come from and the languages they speak.

### ***Outdoor Education***

The Outdoor Education programme follows a planned programme of age appropriate activities, camps and excursions. Camps can greatly enhance a child's education and teachers incorporate the learning into classroom programmes. School camps are held at a range of venues including Birrigai, Cooba and Jindabyne Sport and Recreation Camp.

## ***Student Representative Council***

Each class selects two representatives to be part of the Primary Student Representative Council for a semester (2 Terms). The SRC meets regularly to discuss issues relevant to the Primary School. Two Primary teachers are responsible for running the meetings. This “hands-on” approach allows the staff to keep in close contact with student concerns.

Issues that the SRC have been involved with include: recycling, collecting donations during charity drives, canteen lines, cleanliness of the toilets and bubblers, class sports and play equipment and safety in the playground. It is the duty of the SRC representatives to seek input from their class members and to report back following the fortnightly meetings.



## ***Sustainability Programme***

We encourage our students to develop an understanding of our Environment. The Waste Wise Programme teaches children about the importance of resources and how we need to reuse and recycle when possible. Our students connect to our school environment by feeding the chickens food scraps. Recycling of the food scraps is used to mulch the vegetable garden.

## ***Visual and Performing Arts***

There is a strong focus on the Arts in the school. Children are provided with a range of experiences and opportunities both within their class and in the form of specialist programmes to participate in singing, dance, drama and visual arts activities. The specialist music programme has an outstanding reputation, and is providing many students with an enriched learning experience including bands and choirs.

In 2015 we introduced ‘The Soiree’, a night when individual children, the bands and the school choir entertained parents and friends in a relaxed atmosphere.

# Enrolment

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Priority Enrolment Area (PEA) for Forrest includes:

- Barton, Forrest, Parkes Fyshwick, Harman, Kingston, Oaks Estate, Symonston.
- Part of Deakin (east of line from Adelaide Ave, along Hopetoun Circuit, Macgregor Street, Stradbroke Street, Stonehaven Crescent, Strickland Crescent).
- Part of Griffith (north from Flinders Way and west of La Perouse Street).
- Part of Red Hill (north from Flinders Way).
- Part of Narrabundah (north-east of Jerrabomberra Ave and Captain Cook Cres)

*Note that sections of Griffith and Narrabundah have a PEA shared with Red Hill Primary School.*

## **Enrolment Forms and Information**

[Enrolment forms](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school) can be downloaded from the Department of Education and Training website.

[http://www.det.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school)

Parents are encouraged to make an appointment with an executive staff member to discuss the school curriculum and tour the facilities at Forrest Primary. This will give parents and prospective students a feeling for our school and the community.

Please phone the front office on 6205 5644 to make an appointment. Enrolment packs are available from the front office, and can be picked up any time between 8:30am to 3:30pm, Monday to Friday.

### **Enrolment appointments**

For your appointment, if your child has not been previously enrolled in an ACT primary school, you will need to bring these documents with you:

- your child's birth certificate or identity documents
- proof of student's address - originals of different documents such as your rates notice or residential lease and electricity bill
- Immunisation history statement based on the Australian Childhood Register
- family law or other relevant court orders (if applicable).

If your child is not a permanent resident you will also need to provide:

- passport or travel documents
- current visa and previous visas (if applicable)

For children already enrolled in an ACT primary school we only require:

- proof of student's address - originals of different documents such as your council rates notice or residential lease and electricity bill
- family law or other relevant court orders (if applicable).

It's important that you tell the principal if your child has any special circumstances, allergies, health or medical conditions, before your child starts school.

## **Preschool Enrolment**

Deakin Preschool - provide early childhood programmes. Children must be four years of age on or before 30 April of the entry year to enrol in a preschool programme. Preschool enrolment forms can be downloaded from the Education and Training Directorate website.

## **Kindergarten Enrolment**

There is a single entry at the beginning of the school year for children who turn five on or before 30 April of entry year. Close liaison has been established with Deakin Preschool to facilitate a smooth transition.

# Administration

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## *Communication - How Does the School Communicate with You?*

**Newsletter** – A newsletter is published every Thursday. Most people receive the newsletter by email. Please make sure the front office has your email address so that you can receive the e-newsletter. If you require a paper copy please leave your name at the front office.

**Website** – The website is well maintained and all notes such as excursion notes are available on the website if you have not received your paper copy. You will also find term overviews, Programme of Inquiry (POI) and other important information about Forrest Primary on the website.

**Facebook** – This year Facebook will be maintained and kept alive! The number of ‘likes’ keep mounting!

**The Forrest App** – Have you got it on your phone or iPad? If not, you need it! We send push notifications for important events such as excursions and school carnivals via the app.

**Assemblies** – These are held each fortnight in even weeks, starting week 2 of each term. These are fabulous events to celebrate the teaching and learning. Principal’s Awards, linked to the Learner Profile, are presented at each assembly to recognise student achievement. For example: being caring towards others by being respectful to the needs of other students or being an Inquirer by researching your own student question.

**School Calendar** – Is accessible through the school website or school newsletter as this is the best source of up to date information.

**Focus Groups** - Members of the school community meet with staff to discuss a focus area such as being new to Kindergarten, curriculum or vision for the school. In these sessions there is the opportunity to give feedback about the school, make suggestions and meet with other parents.

**Talking to the teacher**- There are both formal processes and less formal meetings available. Formal Parent-Teacher interviews are timetabled twice a year. If at any time you have concerns or need a chat, please ring the front office and they will let your child’s teacher know you require a meeting time. You can also email teachers. Please give turn-around time for this as teachers are usually on class.

**Access to the Principal** – Can be through email, phone and/or face to face conversations. Appointments can be made by contacting the front office.

**The Principal being in classrooms and reporting to parents** – This is highly valued by the Principal and every effort is made to be out and about around the school.

**Parent Representatives** – Are invited to be a point of contact with each class.

### **The Curriculum Communication**

- The Term Overview is published and distributed at the beginning of every term. On the reverse of the Term Overview is the class timetable. Together this gives you information about what your child is studying, special days and what you need to send to school
- Getting to Know You Interviews in Weeks 3 and 4 of Term 1
- Mid-year interviews at the beginning of Term 3
- Mid-year report and End of Year Reports
- A-E Reports (Years 1- 6)
- NAPLAN (National Assessment Program Literacy and Numeracy) Reports (Years 3-5)
- PIPS (Performance Indicators in Primary School) reports (beginning and end of kindergarten)
- Learning Journey in September



- Portfolios
- Exhibitions (Year 6)
- and all year 6 events such as graduation

### *Absences/Late Slips*

The class roll is a legal document and it is important that it be maintained accurately. Parents are requested to report all absences from school in writing. When the absence is to be of one or two days only, a note should be sent when the child returns to school. If the absence is likely to be more prolonged, a phone call to the school would be appreciated. A note should still be sent upon return to school. If a child needs to leave the school between 9:00am and 3:00pm a note should be sent to the child's teacher. Parents collecting their child for appointments or private arrangements during the day are required to call at the front office to sign out their child. Children who are late are required to obtain a late slip from the front office and give it to their class teacher.

### *Appointments with Teachers*

Staff are aware of the importance of maintaining close contact with families. Important and useful information is often shared at the beginning and the end of the school day. Please be mindful that staff need to be ready to teach at 9:00am as well as supervising children leaving school in the afternoon. Staff also have meeting commitments on Tuesday and Wednesday afternoons commencing at 3:15pm. We would greatly appreciate appointments being made for discussions, which require more than a few moments.

### *Assemblies*

Whole school assemblies are held on every second Friday at 2:00pm. The assemblies are organised and conducted on a rotational basis with each year group given the opportunity to showcase work and perform items such as plays, dances and instrumental/choral items. Parents and family members are encouraged to attend. Assembly dates and presenting classes are published in the Newsletter and the Term Calendar at the start of each term.

### *Book Packs/ Stationery Requirements*

*All parents are asked to purchase a Backpack for each child. The following information gives an outline of how the school organises book packs. We ask you to support our policy.*

- **How are Backpacks organised in the school?** In Kindergarten, although parents purchase the backpack, the resources are managed / shared by the teacher. (The teacher also adds school resources.)
- In Years 1-6 children use their own supplies. The teacher stores, organises and distributes them.
- **Covering books** In the junior school teachers have children design covers (using special paper) to fit with the Unit of Inquiry and usually ask parent helpers to do the covering.
- In the senior school in 2014 all books will be covered, either at home with a parent or at school as a lesson. If you want to cover your child's books, please go ahead.
- **Cheaper options** You can buy cheaper options for stationery items except books. In regards to books, the difference in dimensions, lines, layout causes problems for teachers when giving instruction to students.



We request that all items in the Bookpacks are returned to school as they will be stored and used when an item is required. Our stationery packs are co-ordinated by *Chalk Education*. Payment for the packs can be made by cash, cheque or credit card directly to Chalk Education. Book Pack lists can be obtained through the front office.

### *Contact Details*

It is important that the front office and class teacher are notified of **any changes** in access arrangements, telephone numbers, addresses, pickup arrangements, health advice and absences. When notifying us of a change of address, **proof of your new address must be provided**. Absences may be notified by phone but must be followed with a letter/email to the class teacher.

### *Custodial Arrangements*

Please make sure the front Office has a copy of any custodial arrangements. Information supplied will be kept strictly confidential.

### *Emergency Management Procedures*

The school has a policy on emergency evacuations and is required to practise evacuations and lockdown procedures. All staff and children participate in the practice evacuations and children are talked through what is happening so that they understand the purpose of the experience.

### *Excursion Notes*

All excursions (and other activity) notes and monies need to go to the **classroom teacher**. The teacher will then deliver all monies and notes to the front office for collation. It is important that permission slips are returned on time. Please check your child's bag regularly for school notes especially on a Thursday as this is when most notes will be sent out.

### *Facebook*

The Forrest Primary Facebook Page is dedicated in keeping you up to date with the latest happenings at Forrest Primary. We encourage you to "like" this page.

### *Forrest Primary School App*

The Forrest Primary School mobile app is custom built to serve the needs of our school community. The app can be used to submit absences for your child, receive push notifications about current events at the school and view current newsletters.

### *Lost Property*

Labelling your child's clothing and other possessions will help ensure that lost items are returned. Lost property is collected and kept in the Lost Property cupboard near the canteen. Items are sorted twice each term and where possible returned. Items not claimed are either donated to the pre-loved uniform shop or donated to charity at the end of each term. There is usually an overwhelming amount of clothing in the cupboard. It is well organised and we encourage you to retrieve any lost items.

All care is taken at school to look after property. We ask you to help train your child/ren. There is a basket on the quad for each class for lunchboxes, drink bottles or jumpers. Please ask your child to put their things in the basket. Jumpers can also be tied around waists rather than dropped on the oval. ☺ "Let's all work together to help reduce lost clothing."

### *Newsletter*

The Forrest Newsletter is published on Thursday each week. As a general rule all notes go home at the same time as the Newsletter. As we are a sustainable school and are reducing our paper usage we are now emailing newsletters to all families. Please complete the form in the enrolment pack and return it to the front office or alternatively email us with your preference at

[forrestps@ed.act.edu.au](mailto:forrestps@ed.act.edu.au) The newsletter can also be found on the schools website:  
[www.forrestps.act.edu.au](http://www.forrestps.act.edu.au) .

## *School Banking*

Students have the opportunity to participate in school banking each week. On Tuesday students place their bank books into a special banking wallet kept in the classroom. This wallet is then sent to the front office for the banking officer to process.

## *School Uniform*

Colours:	Red and Gold
Summer:	Gold polo shirt, school red shorts or skorts, skirt, dress
Winter:	Red windcheater / polo fleece top Red tracksuit pants or Grey trousers Grey Tunic dress
Shoes:	Black

To ensure the safety of all students, children will be able to attend excursions or outside events only when they are wearing full school uniform. Uniforms are available through the school uniform shop.

## *Sports Houses*

Students are allocated to a 'house' in which they remain for special events and carnivals throughout their time at Forrest. Houses are named after explorers

<b>Dampier</b>	<b>Yellow</b>
<b>Cook</b>	<b>Blue</b>
<b>Phillip</b>	<b>Green</b>
<b>Flinders</b>	<b>Red</b>

## *Term Dates*

Can be found at [http://www.det.act.gov.au/school\\_education/term\\_dates\\_and\\_public\\_holidays](http://www.det.act.gov.au/school_education/term_dates_and_public_holidays)

## *Voluntary Contributions*

At Forrest Primary School we pride ourselves on providing the highest quality education for our children and this involves providing quality resources for our children to explore, create, imagine, investigate and experiment as they develop their skills and knowledge in literacy, numeracy, science and other subjects in both indoor and outdoor environments. Our school encourages families to contribute a voluntary contribution to enable us to purchase special resources and offer specialised programs. Contributions can be made online using the Quickweb facilities. Quickweb is an online Secure online payment facility hosted by Westpac and can be accessed from the home page of the school's website.

## *Website*

Forrest Primary School prides itself on having a current up to date website. The school website can be used to obtain the latest school newsletter, calendar, terms overviews and to pay for excursions and incursions.



# Assessment and Reporting

Communicating student achievement in the most effective way possible is essential. Our aim is to develop a partnership between teachers, parents and a student to ensure reporting is timely, accessible and informative. Assessment practices need to be relevant, purposeful and continuous.

Students need feedback and opportunities to reflect on their learning so that further learning can occur. Parents/carers need thorough information about students and need to be involved in the reporting process through a variety of communication methods.

Assessment is carried out on a regular basis in order to provide feedback to children and families, to indicate progress, to inform teaching practice and determine what learning opportunities need to be presented next.

At Forrest Primary School we aim to collect a balance of quality assessment data to help us achieve positive outcomes for our children.

## *Forms Of Reporting*

Parent Information Night	When
On this night you will hear about the programme for your child's year level and the teachers will inform you of everything you need to know about the year ahead, teacher expectations, homework etc.	Term 1
Term Overviews	When
Each term parents/carers receive a term overview of the curriculum programme and complementary events that are the focus of the term programme. Class organisation, expectations and special events are also included. The overviews and course outlines will be sent home as well as uploaded on the school website.	Week 2 terms 1-4
Student Portfolios	When
<p>Student Portfolios reflect a snapshot of children's learning, projects, literacy and numeracy as well as social and emotional development. Student Portfolios are a part of the ongoing assessment, evaluation and reflection for each child. Student Portfolios are on display every day for child and parent access.</p> <p><b>Student Portfolios will include work samples which cover a range of purposes such as:</b></p> <ul style="list-style-type: none"><li>• giving feedback on achievements and progress</li><li>• giving evidence of skill development</li><li>• describing progress and development of learning</li><li>• communicating intended learning outcomes</li><li>• sharing the child's perception and understanding of learning</li><li>• providing parents with information about the child's learning</li><li>• displaying a range of achievements across the curriculum</li><li>• providing a valuable education record for the year</li></ul> <p><b>Guidelines for preparation of learning journeys:</b></p> <ul style="list-style-type: none"><li>• samples from a variety of areas of learning and a range of activities are included</li><li>• includes samples, which show development and progression e.g. start of the year and end of the year</li><li>• includes work displayed in a range of ways e.g. work samples that demonstrate children's achievement/learning, creative, photos etc.</li></ul>	Ongoing

Interviews	When
<b>Getting to Know You Interviews</b> The purpose of getting to know you interviews' is for parents to talk with staff about their child – their strengths, any concerns, special needs, family details etc. These interviews are designed to develop positive school community partnerships and assist staff in planning effective programmes for each child.	Term 1
<b>Term 3 Interviews</b> The purpose of mid-year interviews is to discuss progress to celebrate achievements and to plan further development needed as identified in the mid-year report.	Term 3 Weeks 1-3
<b>As required</b> Parents may request an interview with staff at any time. Parents will be informed as soon as an issue concerning their child's education arises and will be invited to discuss the concerns with appropriate staff.	Ongoing throughout the year

Written Report	When
<b>Written Report</b> A comprehensive written report will be sent home at the end of term2 and term 4 outlining your child's strengths and areas of development.	End of Term 2 & Term 4
<b>A-E Reporting Summary Report Template (Yr 1 – Yr 6)</b> A Federal Government requirement. The report outlines the child's achievement in key learning areas. <b>Grade Descriptors</b> <b>A</b> - Your child is demonstrating <b>excellent achievement</b> of what is expected at this year level. <b>B</b> - Your child is demonstrating <b>high achievement</b> of what is expected at this year level. <b>C</b> - Your child is demonstrating <b>satisfactory achievement</b> of what is expected at this year level. <b>D</b> - Your child is demonstrating <b>partial achievement</b> of what is expected at this year level. <b>E</b> - Your child is demonstrating <b>limited achievement</b> of what is expected at this year level. <b>S</b> - <i>Status: awarded to students where unavoidable circumstances have prevented assessment for an A - E grade.</i>	End of Term 2 & Term 4
<b>PIPS Summary Report for Kindergarten</b> The PIPS summary report is produced centrally from the PIPS data for Kindergarten children. Parents will receive a summary report indicating their child's level of achievement.	Term 1 & Term 4

Learning Journey	When
Learning Journey enables students to share learning experiences with their families. Learning Journeys provide an overview of the child's classroom experiences. They also teach students to reflect on and articulate their own learning.  The Requirements of effective Learning Journeys: <ul style="list-style-type: none"> <li>• The teacher and students negotiate the content e.g. displays, charts, poems, big books, equipment.</li> <li>• The class evaluates the learning experiences and what was learnt during them.</li> <li>• The teacher and students plan, develop and rehearse the Learning Journey in a carefully scaffolded manner.</li> <li>• At the appropriate time students present their family with evidence of their learning.</li> <li>• The student's family is invited to give positive and constructive feedback.</li> </ul>	Week 8 Term 3

# Student Welfare

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## *Child Protection practices*

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and /or sexual abuse of children is a criminal offence.

Staff will deliver developmentally appropriate lessons to children in protective behaviour and safe behaviours. Staff will also deliver lessons to enhance children's social and emotional skills.

## *Class Meetings*

Class meetings are held in all classes on a regular basis and are an essential part of the school programme. These meetings are used to encourage children to develop discussion skills, provide them with a forum for problem solving, provide an arena to prepare for or evaluate particular programmes, and to train children in collective decision making. A wide range of topics are discussed such as friendships, conflict resolution and school improvement. Class meetings are held regularly and teachers utilise Circle Time practices to run the meetings. Circle Time provides all students with the opportunity to speak.

The benefits of class discussions include:

- providing children with the opportunity to be involved in the formulation and reinforcement of the school values – support, cooperation, honesty, acceptance of differences, responsibility, respect and friendship. These values align to the IB attitudes.
- promoting collaborative planning and development of solutions to problems faced within the class, playground or personal life
- providing children with the opportunity to voice concerns and raise issues in a non-judgemental and supportive environment

## *School Counsellor*

The School Counsellor visits the school two days per week and works with students referred by either staff or parents/carers. The counsellor also meets with parents/carers, through appointment, to discuss issues relevant to their child's educational needs. The School Counsellor has psychological training and counselling skills. Permission is sought from parents/carers prior to students being given assessment by the counsellor.



## *SunSmart*

Children are required to wear wide brimmed or legionnaire hats when they are outdoors. Children without an appropriate hat cannot fully participate in outdoor lessons such as PE particularly during Terms 1 and 4. At recess and lunchtime children who are not wearing an appropriate hat are directed to play in the shade. The school has organised lunchtime to be at 11am to protect children against playing

in the hottest part of the day.

# School Procedures and Policies

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Policies describe the School's position on particular issues. The development and revision of policies is an ongoing process and new policies are continuously being brought into effect as they are developed. Where Forrest does not have its own Policy, we follow, and are bound by the Education and Training Directorate policies. The School Board reviews and approves a number of policies. DET school policies can be found at [http://www.det.act.gov.au/publications\\_and\\_policies](http://www.det.act.gov.au/publications_and_policies)

## **Homework**

Forrest considers homework to be a purposeful learning experience consolidating, enriching and extending the educational programme of the school. The extent, content and frequency of homework is determined by class teachers at the commencement of each school year consistent with our school procedure.

## **Student Welfare and Management**

Forrest Primary has a whole school approach to student welfare and management. Staff, students and parents work in partnership to build a positive and supportive environment where everyone feels safe, accepted and valued. We have a commitment to prevention and intervention through a range of school programmes and activities. Our student management practices at Forrest supports students in the development of appropriate social and problem solving skills while fostering self-discipline and tolerance. The Relationship Management Policy clearly outlines expectations and consequences for unacceptable behaviour. Students are expected to behave responsibly and respectfully and choose appropriate behaviour.

## **Sun Smart**

The purpose of this policy is to ensure that all students attending this school are protected from skin damage caused by the harmful ultraviolet rays of the sun. This is in line with the ACT Department of Education and Training Policy. Children are required to wear wide brimmed or legionnaire hats when they are outdoors. Children without an appropriate hat cannot fully participate in outdoor lessons such as PE particularly during Terms 1 and 4. At recess and lunchtime children who are not wearing an appropriate hat are directed to play in the shade.

*Note: School procedures are regularly reviewed and the latest versions can be found on the Forrest Primary School Website.*



# Deakin Preschool

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The management and administration of Deakin Preschool adheres to the National Quality Framework (NQF). In 2014 Deakin Preschool completed the National Quality Standard assessment and rating process. Deakin Preschool was awarded 'Exceeding National Standard' on all seven quality areas.

In the preschool context the PYP acts as an organiser for the Australian Curriculum Early Years Learning Framework 'Belonging, Being and Becoming.' A national early learning framework for children from birth to five years. In practice, this means that we deliver a programme of inquiry through play whereby children learn, explore, test, evaluate and practise in a safe, secure and inspiring environment where all differences are valued and respected. The whole child is valued and we address the academic, social/emotional, intellectual and physical needs of every child. The programme is organised into four 'units of inquiry' that are planned from the PYP set of transdisciplinary themes.

- Who We Are
- Where We Are in Time and Place
- How we express ourselves
- How the World Works
- How we organise ourselves
- Sharing the planet

The teachers welcome you to participate in the programme by talking to the class about areas of expertise or interest to you or about your culture. You are also welcome to help out in any session. You will find that the preschool staff will communicate with you about your child's learning and include you fully in the program when you visit.

Your child will have an enjoyable year of learning, s/he will make new friends and will be inspired, challenged and fulfilled.

## ***Preschool Group Times***

Inquirers- Monday/Tuesday/Wednesday (odd weeks) 8.45am to 2.45pm

Monday/Tuesday (even weeks)

Investigators- Thursday/Friday (odd weeks) 8.45am to 2.45pm

Wednesday/Thursday/Friday (even weeks)



Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group. In accordance with the National Quality Standard, collection of children must be by a parent or authorised nominee.

## ***Transitions***

Your child is a member of the Forrest School community. By enrolling your child into the Deakin preschool unit your child will automatically move on to kindergarten in our school. Our transition programme ensures that the move from preschool to Forrest6 school is seamless and successful.



# Starting Kindergarten

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## First Day of kindergarten

Kindergarten children will start school at 9.00am. Please see school website and information pack for starting date. Children and their families assemble in the junior hall. Each child will be given a name badge to wear by their teacher. After a short welcome, children and their families are invited to go with their teacher to their classroom.

Activities are set up in the room and children are invited to choose an activity to do. When all children have hung up their bags and settled into an activity we invite parents to say goodbye and move to the school library for a brief information session, Q&A, and tissues and tea!

After the first day of school where students attend school from 9am to 12pm children stay for full days. However, some children find starting school tiring. This is when having a half-day, particularly in the summer heat, can be helpful. Please discuss this or any other issues with your child's teacher if you feel your child is experiencing any difficulties settling into school.



## *Parent Pointers To Settle Your Child Into School*

**Below are tips from parents at our school to help your child settle into new adventures at school.**

- **Labelling** - Label all items and belongings (everything!)
- **School bag** – Not too big, not too small. Children like to be able to carry their own bag and will have to from time to time, so don't get a bag that is too big for them to manage. However, make sure it is big enough to fit lunchbox, spare clothes and a jacket in winter.
- **Lunchbox and Drink Bottle** – make sure your child is able to independently open and use their lunchbox and drink bottle.
- **Clothes** – Children love to play and this is encouraged greatly Forrest so dress your child accordingly. They need comfortable and practical clothing and footwear for the day. The school has a great range of school clothing (jumpers, hats, short and long sleeved t-shirts, beanies and polar fleeces) for sale. Order forms are available at the front office.
- **Hats** – Hats must be worn at all times when outside.
- **Spare Clothes** - Include a complete change in your child's bag including singlet, underwear, socks, top and bottoms in case of accidents or incidents with paint, water etc.
- **Footwear** – Enclosed shoes are the most suitable to protect little feet and joggers are the most practical for playing and comfort, however sandals may be worn for the warmer months and the children do like to have a change.

- **All-Weather** – Please provide clothing to allow for all weather conditions for your child. Always have a jumper and a T-Shirt in your child's bag despite what the weather is doing when you leave home. Beanies, gloves and a jacket are a must in winter.
- **Sunscreen** – Children are reminded to wear sunscreen. Please provide your child with their own and teach them how to apply it themselves - roll on sunscreens are great for this purpose.
- **Library Bags** – Please provide your child with a library bag as they will be borrowing books to take home.
- **Bedtime** – Your child will enjoy a fun filled and active day at Forrest Primary School. It is essential to try and establish a regular bedtime routine so your little person is refreshed and full of energy for the next day.
- **Communication** – The newsletter and the website are the main sources of communication. We also have a free school app, facebook, emails from your class teacher and communication from your class parent representative.





# Transitions

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## *Preschool to Primary School*

Your child is a member of the Forrest Primary School Community. To assist with the transition process we implement a transition programme for our preschool children. This involves:

- Transition visits to the Primary School (orientation days in November)
- Kindergarten Information night
- Visits from the Japanese teacher, the teacher librarian and the PE teacher.

## *Primary School to High School -Year 6 to year 7*

At the end of year six all of our children will move to a new school for year seven. The two public high schools in our area are Telopea Park School and Alfred Deakin High School.

During Year 6, the departing and receiving schools will have increasing contact – sharing information and preparing for students for transition.

To assist in the transition orientation activities at Deakin High school and Telopea Park school are arranged. During these days activities may include:

- regular tours of the secondary school – for students – starting while students are in Year 6
- providing transition and school specific information in verbal and written formats
- activities to promote familiarity with the new school environment, such as scavenger hunts and walk-throughs, and
- creating awareness of 'typical' school timetables and visiting classrooms.



# Traffic Protocols

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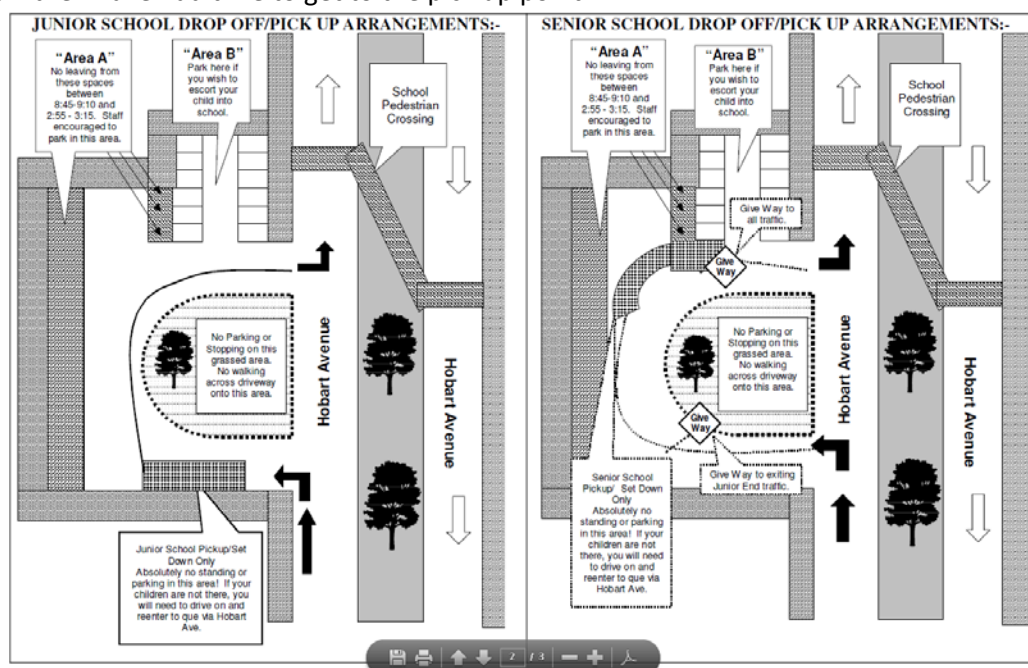
## Forrest Primary Drop off and Pick up Traffic Arrangements

The P&C has developed a safer, and more structured way to deal with the traffic within the school grounds.

- Between 8:45am-9:10am and 2:55pm-3:15pm, there is to be no car movement in or out of the parking spaces in the long line directly in front of the school ("Area A"). This is to ensure that there can be no incident with backing into people or cars.
- If you wish to walk your children into school, it will be necessary to park in parking "Area B", or in street parking on Hobart Ave or surrounding streets.
- Senior and Junior School pick-up areas are designated with yellow line markings on the driveway. Orange cones guide cars into these areas.

The following rules apply:

1. Children will only be able to alight and board a car if it is parked in the marked areas.
2. Cars waiting may form a line behind these areas.
3. At school pick-up time, the car-lines will commence at 3:02pm.
4. If a car enters the pick-up zone and their children aren't there, they will be asked to do a circuit of Hobart Ave and rejoin the line.
5. Families with both junior and senior students may direct their children to be picked-up at either area.
6. Children will be supervised, and seating will be provided. Only two cars are filled at one time. Children are not permitted to run to their car if it is the third or fourth car. (we nearly lost a set of toes under a wheel one year.)
7. THERE WILL BE ABSOLUTELY NO PARKING OR WAITING IN PICK-UP ZONES.
8. There is to be no pedestrian movement over the driveway into the centre grass/tree area. If you need to go from the Kindy area to the square top car park or crossing, you will be encouraged to walk via the footpath at the front of the school building.
9. You will be asked to move on if you park or wait on the grass and tree area inside the school driveway or on red curbs, all No Parking zones.
10. Teachers and parent volunteers will be on duty to assist with supervision.
11. Car-pooling and walking clubs are encouraged. In following this routine, we are providing a safer environment for those families wishing to drop off and pick up without leaving their cars. It is suggested that when it comes to pick up time, you simply arrive at the school a little later to ensure your children have had time to get to the pick up point.



# Volunteers

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## *Working With Vulnerable People*

The Act - The Working with Vulnerable People (Background Checking) Act 2011 (WWVP Act) commenced on 8 November 2012. The idea of background checking is that the past behaviour of an individual provides an indication of the possible future behaviour of that individual. Examples or patterns of abusive or inappropriate behaviour can sometimes be evident in information available for assessment, which includes an individual's criminal record.

What does this mean for me? - The WWVP Act requires people to be registered with the Office of Regulatory Services (ORS), Justice and Community Safety Directorate if engaging in certain activities or services for vulnerable people (children and vulnerable adults). Activities and services that are covered under the WWVP Act are called 'Regulated Activities'. The WWVP Act will begin in different years depending on the type of activity or service you work in:

- In the first year, between 8 November 2012 and 7 November 2013, all employees and volunteers who provide regulated activities and services to children will need to be registered.
- All employees and volunteers providing regulated activities and services to vulnerable people are required to be registered between years two and six.
- In year four, there will be a review of the scheme. Only new employees and volunteers who participate in regulated activities covered in years one to three will be able to apply for registration. There will also be renewals for people who were registered in year one.

Background Screening -The registration process will include a national criminal history check that will include relevant information from a range of agencies including state and territory police and child protection services. Once the application is received, a risk assessment will be completed using the approved risk assessment guidelines. Individuals that pose an unacceptable risk may be stopped from working with vulnerable people.

Where can I find out more information? For a detailed overview, the WWVP legislation can be found on the ACT Legislation Register: [www.legislation.act.gov.au/a/2011-44/default.asp](http://www.legislation.act.gov.au/a/2011-44/default.asp) and via ORS.

To register visit:

[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people/forms\\_and\\_fees](http://www.ors.act.gov.au/community/working_with_vulnerable_people/forms_and_fees)

## *Opportunities for Volunteering at Forrest Primary School*

### **In Your Child's Class**

- Listen to children read – Individually, Guided Reading Groups
- Put up displays of student work
- Be a Class Parent Representative
- Assist in lessons eg art & craft; hands on maths; cooking

### **In the Library/Lab**

- Label and/or cover books
- Shelve resources
- Identify and mark texts eg for ACT Chief Minister's Reading Challenge
- Read to children
- Help on the circulation desk (issue and return books)
- Be part of the school's "Living Library"

- Help students with research
- Help in the computer lab
- Help children to shelve or find books on the catalogue
- Assist with Book Fair
- Working Bee – Moving shelves

#### **Around the School - Inside**

- Label and/or cover books
- Shelve resources
- Identify and mark texts eg for ACT Chief Minister's Reading Challenge
- Read to children
- Help on the circulation desk (issue and return books)
- Be part of the school's "Living Library"
- Help students with research
- Help in the computer lab
- Help children to shelve or find books on the catalogue
- Assist with Book Fair
- Working Bee – Moving shelves

#### **Across the School - Outside**

- Improve school sustainability eg recycling, compost etc.
- Coach a sports team
- Work in the garden or with garden club
- Working Bee - planting; landscaping
- Assist teachers and children at pick up
- Helping with carnivals
- Assist with mounting in mosaics
- Attend excursions
- Assist with set/pack up for carnivals and community events
- Help with BBQ's

#### **At home**

- Launder sick bay sheets
- Cover books with contact

### ***How do I get involved?***

If you are interested in volunteering at

Forrest Primary the first step is to talk to your classroom teacher or send an email to [forrestps@ed.act.edu.au](mailto:forrestps@ed.act.edu.au)



# Community Involvement

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## *Our Community*

Forrest Primary School is a community school working in partnership with parents to provide an educational programme and facilities of the highest quality. Helping out at school is a great way to get involved in your child's education and to get to know the school staff and other parents. Research shows that children benefit when their parents are actively involved in their education and school life.

## *Parent Representatives*

The Parent Representatives role at Forrest Primary School is an initiative coordinated in partnership between Forrest Primary School and the P&C. Its role is to act as a point of contact for families. They achieve this primarily through collating, maintaining and circulating a student/parent contact list, maintaining regular contact with the classroom teacher and emailing any correspondence to their parents from the classroom teacher, school or P&C. Many families have found this useful for arranging out of school activities with new friends, such as one on one play dates, and also for class get-togethers. For further details please see the Forrest Primary School website for the list of Parent Representatives for each class and further documentation on the role of the parent Representative.

## *School Board*

Each government school in the ACT is administered by a School Board whose membership comprises the school principal, two elected staff members and three elected members of the parent body and a nominee of the Department of Education. Elected members normally serve for a two-year period.

The Board is the policy-making body of the School. Its major functions are to:

- determine the educational policies to be implemented at the School
- assess, from time to time, the needs of the School in relation to the provision of buildings and facilities, equipment, funds and teachers and other staff, and make recommendations to the Chief Executive (of the Department of Education) with respect to the meeting of those needs
- determine the purposes for which funds made available for the School are to be expended
- make recommendations to the Chief Executive in respect of the use of the buildings, facilities and equipment of the School for purposes other than school purposes
- develop relationships between the School and the community and between the School and community organisations.
- make recommendations to the Chief Executive on matters relating to the School

Responsibility for the implementation of policies established by the Board rests with the Principal and staff.



# Parent and Community Association (P&C)

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Forrest P&C President – [president@forrestpandc.com.au](mailto:president@forrestpandc.com.au)

Forrest P&C Secretary – [community@forrestpandc.com.au](mailto:community@forrestpandc.com.au)

Forrest P&C Children's Services – (02) 6295 8985 or email at [info@fooshc.org.au](mailto:info@fooshc.org.au)

Forrest P&C Uniform Manager – [uniforms@forrestpandc.com.au](mailto:uniforms@forrestpandc.com.au)

Website - <http://forrestpandc.com.au>

Website issues – [admin@forrestpandc.com.au](mailto:admin@forrestpandc.com.au)

One of the great things about Forrest Primary is the strong partnership between the P&C and the school. The Forrest Primary Parents and Citizens Association helps to provide a supportive community environment where children can grow and thrive. All parents and carers are encouraged to be active participants as part of their child's school life. The role of the P&C is to help promote direct parent participation in the school and provide a strong positive community support for the school.

The P&C supports the school and provides services to children and their families in a number of ways including:

- School Canteen
- After School Care, Before School Care and Holiday Care
- After School Activities
- Uniform Shop & Second Hand Uniform Stall
- Drop-off and pick-up traffic supervision
- Helping to organise social activities that support the school and community
- Providing financial donations to the school from our fundraising and businesses

More information on the activities of the P&C can be found within this handbook and also at the P&C website [www.forrestpandc.com.au](http://www.forrestpandc.com.au).

As a parent of a child starting at Forrest Primary you might be wondering how you can help. Here are just some of the ways:

## *Come along to our meetings*

We meet about 4 times a year at the school, usually on a weekday evening for a couple of hours. You don't have to be on the committee to attend or get involved in our fundraising and other activities. We are a friendly lot and all are welcome. What do we talk about? - A bit about the P&C businesses but mostly about fundraising and current items of interest in the school. It's a great way to get to know other parents and find out what's happening.

The agenda for upcoming meetings is available on the P&C website a week prior to the meeting being held. Minutes and principal's reports of past meetings are available on the website [www.forrestpandc.com.au](http://www.forrestpandc.com.au).

## *P&C Executive*

Our Executive (President, Vice President, Treasurer, Public Officer and Secretary) are involved in the general management of the P&C businesses, working with our very capable Executive Director to make sure things are running smoothly. They meet separately from the general meetings to allow more time for issues related to the running of the various parts of the businesses and social events for the community.

### ***General Committee Representatives***

We also have a group of parents who assist with planning various activities that the P&C looks after including social events such as welcome BBQ and Trivia night.

Trivia night - once a year we run a trivia night at an off-site venue for parents and carers. This is a fun night out where parents can socialise. Funds are raised through ticketing and activities during the night like silent auctions and raffles.

### ***Canteen Roster***

Help out in our Canteen one morning a month (or as often as you can) for a couple of hours up until 11am. We have a great Canteen Manager but rely on volunteer help to get the lunches organised by our 11am lunchtime.

### ***New and Second Hand Uniform and Clothing shop***

The uniform Shop and Second hand clothing sales are sold from our location at the school or via flexischools. We have a great Uniforms manager who would be pleased to hear from potential volunteers.

### ***Traffic Roster***

If you've got 15 minutes to spare at drop-off or pick-up time once a week or more often, this is a great way to support our traffic system and meet other parents.



# Canteen

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The School Canteen is open on Tuesday to Friday. The canteen Manager is Fleur Sheard and telephone number for canteen is 6295 1425.

The Canteen offers a range of fresh and pre-packaged food including sandwiches and sausage rolls to snacks such as chips or popcorn or fruit. The school and the canteen is participating in the 'Fresh Tastes' program which means that we are constantly striving to offer healthy food choices for the children. There is no 'red' food in our canteen. The menu for canteen is reviewed and improved regularly increase the efficiency of the service.

Once every term the canteen offers a special lunch order day, which provides a different choice for the children whether it is pizza or sushi. This also helps support the ongoing provision of this service to the school community.

It is preferred that orders are placed online by 8.30 am on the day of order at [www.flexischools.com.au](http://www.flexischools.com.au) a small fee will apply. Please remember for all paper orders a 30c handling fee applies. Please note that if there is not enough money included we will have to change your child's order.

# Uniform Shop

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## *How do I get a Forrest Primary School Uniform?*

The P&C Uniform shop sells new and 'pre-loved' Forrest Primary uniform items in a range of sizes as a service to the Forrest School community. Second hand items are sold at a significant discount to the price of new uniform items.

All the money we make from the clothing stall goes back into supporting your school. For example the P&C donates money to the school to help with equipment like computers and classroom resources.

## *When and Where Is The Uniform Shop Open?*

Uniforms can be ordered at any time through [www.flexischools.com.au](http://www.flexischools.com.au) Alternatively Opening hours for 2016 are yet to be arranged and may depend on volunteer availability, and will be provided via the school newsletter. The Uniform shop is housed on school grounds and this is the only location where you can purchase the uniform.

## *What We Sell*

There are a range of items that are for sale including dresses, polo shirts, shorts, skorts, track suit pants, hoodies and polar fleeces. There are three different sorts of school hats that are also available for purchase. You can have a look at these items on the P&C website <http://forrestpandc.com.au>

## *Pre-Loved Clothing*

**Where do the clothes on sale come from and why don't you have the size or item that I want in stock?** The second hand stock is entirely dependent on donations from families. We also sell items of lost property where the school cannot identify the owner (e.g. no name tag). The sizes available are dictated by what we receive and how much of that clothing is in saleable condition. Typically families sort their wardrobes at the beginning and end of a season – so just like discount factory shops our stock is often out of sync with the current weather.

**How do I donate uniform items my child no longer needs?** We accept all donations of items in reasonable condition at the Forrest Children's Services Office – please place them in a plastic bag labelled as being donations for the second hand uniform shop. Best if you can also remove or cross out your child's name or you may receive the item back at a later date.

Please remember that we cannot use items that are very dirty, stained, badly torn or damaged. You should take these items to rag recycling bins operated by various charities. Also, we do not have space to stock non-uniform items.

**My child lost a hat or jumper and I saw it at the clothing stall!** Occasionally, labelled lost property items do end up on the racks. With many bags of clothes to sort, we cannot tell lost property apart from donated items which may also have name labels. If you see an item that definitely belongs to you on our racks, please feel free to reclaim it.

**Can I swap items I have bought if they are the wrong size?** Yes, but please remember we have limited opening hours (see above) and we may not have the different size you want in stock.

## *Prices And Payment*

**How much do second hand uniform items cost?** Items with a logo cost \$5 and with no logo \$3. The prices are already much lower than new items because most items on sale are well worn and may require a bit of extra attention in the laundry.

**I found a real bargain!** Sometimes very good (near new) quality items are donated. If you see an item that is in extra good condition, please consider the saving you are making over a new item. Any additional contribution you feel you can make, reflecting the better quality of those items, is always much appreciated.

**How do I pay?** A volunteer is usually around between 8.30am and 9.00am on stall opening days and again in the afternoon when the racks are being put away. If you see a volunteer you can pay them for the items you want. If no volunteers are around, please pay at the Front Office or at the Forrest Children's Services Office. Cash or cheques only please. We do not hold a large amount of change – it helps to have some small notes and coins when you visit the stall.

## *Give Us A Helping Hand*

We need more volunteers to help with sorting donated clothes. This job can be done virtually any time the school is open and for as little or as long as you have to spare. If you see bags of donated items out on clothing stall day feel free to sort them and hang them up if you have time. You may even find a bargain in the process.

If you can help with sorting donations or putting racks out or away, please contact the Uniform Shop Manager at [uniforms@forrestpandc.com.au](mailto:uniforms@forrestpandc.com.au)



# Before, After and Holiday School Care

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## Services

The Forrest Primary School P&C Association also provide out of hours care for children. This high quality service includes before school, after school and holiday care. There are also a range of activities offered separately or in conjunction with afterschool care including classes such as mixed media art, French, chess, dancing, singing, tennis, tae kwan do and musical instrument lessons. These activities have a separate fee.

## Philosophy

Forrest Out Of School Hours Care (FOOSHC) aims to be an advocate for children. To this end we facilitate the child's right to: have a voice and be heard, have a say in decisions that affect them, to feel and be safe, to be individuals and to play.

We believe that children are capable, resilient, competent, creative and resourceful learners and are therefore entitled to participate in a program that, at all times of the year, involves risk taking, experimentation and exploration of both indoor and outdoor environments.

We believe it is our role to facilitate such experiences and support the children's engagement in these experiences. For this to occur we believe in providing environments and a program which is inviting, play focused and stimulates their imagination. This program will also integrate time for rest and relaxation; reflect the children's interest, needs and development whilst always respecting them as a member of our community.

The Educators are committed to ongoing learning to ensure the program offered by FOOSHC is as valuable and relevant as it can be. This requires a process of critical reflection and professional development ensuring an up to date knowledge of relevant research, theories and practice in order to provide the highest professional standard of care possible.

At FOOSHC we aim to achieve an ongoing commitment to work with the Forrest community. We believe that relationships and trust are pivotal to a successful program. At FOOSHC we work to ensure that all relationships are responsive, reciprocal and respectful and involve all of the stakeholders that make up the Forrest community.

## Venue

Our service is situated in the Junior Hall and adjoining corridors of Forrest Primary School.

- Before School Care operates from 7.30am to 8.55am
- After School Care 3pm until 6pm each school day

Entry to our program is via the doors to the left side of the school car park where junior pick up is. Please note that the drop off for Before School Care is via the gate and path on Hobart Avenue and directly into the junior hall. Holiday Program is also situated in the junior hall and access is the same as Before School Care.

## Enrolment

Attendance is either on a permanent or casual basis. An enrolment form must be completed in full and returned to the Centre prior to your child/ren's first visit.

Please enrol prior to your child starting –we required a lot of information to ensure quality care of your child –this also includes an orientation process for both parents/carers and children to ensure a smooth introduction to our services. Enrolment forms are available at the Centre, at the front office of the school, off our website <http://forrestpandc.com.au> or by emailing [info@fooshc.org.au](mailto:info@fooshc.org.au). Completed enrolment forms should be returned directly to the Director. It is important that enrolment forms are completed accurately and that the Director is notified of any change of details.

Change of details can be done in person, in writing or via email. No child can be admitted to the Centre without a completed enrolment form.

### ***Absent children***

It is essential that FOOSHC is notified if your child will be absent from any booked sessions of after school care. Please advise FOOSHC by 2.45pm on the day that your child will be absent. Please do not notify the Front Office staff of the School that your child will not be attending our service as it is not the school's responsibility to advise us of any absences.

### ***Non notification fee***

If your child is absent and you do not notify the centre by 2.45pm on the day of the booking a \$5 fee will be charged. Notification of absence can be made in person, via telephone or email, see above for details.

### ***Fees***

Please see the website <http://forrestpandc.com.au> for current fee information.

To make a casual booking please contact the Centre on 62958985 or email [info@fooshc.org.au](mailto:info@fooshc.org.au) before 7.30am for any morning and 2pm on any afternoon that you wish your child/ren to attend. An answering machine is also connected to this number on which messages can be left. If you leave a message then your call will only be returned if a place is not available for your child. Payment for care is to be made on the day of use. Please note that casual bookings made more than two weeks in advance will be deemed permanent.

The costs for the holiday program varies from day to day depending on the program and activities for the day. Generally costs range from \$65 to \$85 per child per day. Prior to the end of each term, a program for the next school holidays will be emailed out to parents along with the enrolment for the holiday period.

### ***Child Care Benefit***

The Forrest Out of School Hours Care is an approved child care facility. Most families are entitled to some form of benefit, even if it is only the 50% child care rebate. The Child Care Rebate covers 50% of out-of-pocket child care expenses for approved child care, with a rebate of up to \$7,500 per child per year, for eligible families – for more information please refer to the website [http://www.humanservices.gov.au/customer/services/centrelink/child-care-rebate?utm\\_id=10](http://www.humanservices.gov.au/customer/services/centrelink/child-care-rebate?utm_id=10)



# Medical Prevention Plan

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## *Accidents and Sickness*

If a child becomes sick at school, the student will be cared for by trained first aid staff, until parents are contacted and able to take children home. Trained first aid officers administer first aid treatment when necessary and details are recorded in a first aid record book. Parents are notified immediately a child has a serious accident. Children who are injured in a school accident are transported free of charge by the ACT Ambulance Service.

## *Administering Medicine*

Written authority is required from parent/guardian for a member of staff to administer medication. Medication needs to be clearly labeled (name, dose, times for administering). Departmental policy requires a written statement from the student's doctor for prescription medications for ongoing medical conditions. Medications are stored under lock and key by the front office staff. Responsibility for collecting medication rests with the student.

## *Immunisation*

The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (*Haemophilus influenzae* type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

## *Prescription Medicine*

If a child is to take a prescription medicine while at school, written directions and medicine must be left with the front office staff. Information on a child's health status e.g. epilepsy, diabetes, should be given on enrolment or on diagnosis. If the health problem is serious please provide an up to date photograph of the child so it can be placed on our Medical Alert board.

## *Head lice*

Parents have a responsibility to check their child's hair regularly and commence immediate treatment when head lice are detected. The Public Health Regulations 2000 require that children be excluded from school until effective treatment against head lice has begun. Where the school believes a child may have head lice, we contact parents to collect children from school as soon as possible. Should your child be found to have head lice, it is important that they not return to school until after the first treatment has begun. The ACT Health Head Lice Fact Sheet provides helpful information, which includes advice about a non-chemical method of detection using hair conditioner, and a chemical method which can be purchased from a pharmacy. ACT Health advises both forms of treatment will assist you in detecting and removing head lice.

The ACT Health Head Lice Fact Sheet also advises how to minimise the risk of re-infection and prevent further outbreaks of head lice by:

- placing all brushes, combs and hair accessories in very hot water for at least 30 seconds.

By talking to your child about:

- avoiding head to head contact;
- not sharing combs and brushes; and

- securing long hair in braids to help prevent hair contact.

### ***Diseases - Outbreak Procedures and Exclusion Periods***

Personal hygiene measures such as hand washing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

The *ACT Public Health Regulations 2000* require children with the following conditions, and children who have been in contact with the following conditions, to be excluded from school, preschool, child care or family day care for the periods specified.

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
	completed.	
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
<b>Measles*</b>	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than	Exclude until well.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
meningococcal meningitis)		
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
<b>Pertussis*</b> (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
	the child is not considered to be infectious.	
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

The Public Health and Wellbeing Regulations 2009 are available from the [Victorian Legislation and Parliamentary Documents](#)

[http://docs.health.vic.gov.au/docs/doc/E61571BE8D0CB41BCA2578CC0026143B/\\$FILE/DH1310023\\_SchoolExclusion\\_A3poster\\_web.pdf](http://docs.health.vic.gov.au/docs/doc/E61571BE8D0CB41BCA2578CC0026143B/$FILE/DH1310023_SchoolExclusion_A3poster_web.pdf)





# Anaphylaxis Prevention Plan

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## *What is Anaphylaxis?*

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. It may begin with an allergic reaction to food, insect stings or some medications. Symptoms of an allergic reaction include hives, itching, swelling, watery eyes, runny nose, vomiting, diarrhoea, stomach cramps, coughing, wheezing, throat tightness/closing, difficulty swallowing, difficulty breathing, dizziness, fainting, loss of consciousness or a change of skin colour. The most dangerous symptoms are breathing difficulties or a drop in blood pressure. This is an anaphylactic reaction. The only effective first aid response is the immediate administration of adrenaline while waiting for medical assistance.

Anaphylaxis is both preventable and treatable. It is the aim of Forrest Primary School to establish a 'community of understanding' in recognising the signs of an impending anaphylactic reaction and developing ways to avoid the potential triggers. It is recognised that this is a life-long and potentially fatal disability, which will be treated with the highest priority.

## *What is the responsibility of the student and their family?*

The family must advise the school if a student has been medically diagnosed as having anaphylaxis. The family will be responsible for providing the school with an action plan, which will identify known triggers and symptoms where these are advised by a medical practitioner. An action plan will also include a photograph of the student, the student's name, emergency contact details, specific allergy, warning signs of reaction and emergency treatment required. The parents/guardians of the student may choose to provide a MedicAlert bracelet or necklace for identification of the particular allergy concerned.



The parents/guardians should provide adrenalin (in the form of a self-administering EpiPen) for storage at the school. The responsibility of providing an action plan and EpiPens is that of the parents/guardians of the student concerned. It is also their responsibility to ensure their medication is within the prescribed use-by period and the action plan is up to date.

## *What is the responsibility of the school?*

If the school is advised that a student has been medically diagnosed with Anaphylaxis, s/he will be identified to staff and emergency action plan procedures developed.

The school will provide staff with training in the recognition, prevention and necessary treatment of Anaphylaxis in students under their care.

The school will provide:

- Training for staff on the use of the EpiPen.
- Resources to increase an understanding of Anaphylaxis for staff and students.
- Copies of the student's Action Plan to all staff. Coloured copies in the staffroom, student's classroom, After School Care (if applicable) and the Front Office.
- Information on Anaphylaxis to the school community.
- A Forrest Primary School Anaphylaxis Prevention Plan.
- Restrictions on the sale of certain foods at the canteen.

- An appropriate place to store the EpiPen in a clearly labelled and easily located position in the Front Office. It will be stored at room temperature away from bright light.
- Cards denoting emergency action in each of the playground bags and in the classroom.

### *How can we control exposure to the allergen?*

- Encourage no trading or sharing of food, food utensils or food containers.
- Families will be encouraged to keep foods containing nuts at home.
- Staff will be trained annually in the use of an EpiPen and of the importance in recognising a potential anaphylactic reaction. Preparation for this training should be done prior to the commencement of a new school year.
- Students at Forrest Primary School will be educated on the danger of allergies and Anaphylaxis, both in general interaction and in more formal education such as classroom discussion and video explanation. This will be done annually.
- The school canteen will annually review the contents of the items sold, to ensure that nuts and peanut spreads are not contained within items they provide.

### *Management of Anaphylaxis*

Should accidental exposure to an allergen occur, the emergency action plan should be put into place. It is important to remember that a reaction may be instant or it may take several hours to develop. If symptoms occur, the student should be treated following their personal action plan. This may include administering an EpiPen for the student. An ambulance should be called immediately if the EpiPen is used. The adrenalin within an EpiPen will not cause permanent damaging side effects if administered unnecessarily. Known side effects are increased heart rate, increased blood pressure, nausea or headache. The risk of not giving adrenalin is greater than any potential risk of giving it.

Forrest Primary School has a duty of care to ensure the safety of all its students and will continue to support this school policy and develop further recommendations as necessary.

# A-Z Information

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## Absences from School

All absences and late arrivals from school require notification by student parents/carers. This facilitates the accurate completion of the Register of Attendance in compliance with Government policies. Absences can be notified by telephone on 62055644 , email or a note to the class teacher.

## Before/After/Vacation School Care

After School Care is organised and provided by the Forrest Primary School P & C Association. Children enrolled with the Activity Centre proceed directly to the After School Care area when dismissed from class, are checked in, have afternoon tea, and are then involved in art, craft and indoor or outdoor games or excursions, under the supervision of the coordinator and centre staff. Further information and enrolment forms, are available on the <http://forrestpandc.com.au>

## Arrival at School

Children should not be at school before 8.40am. From 8.40am a teacher is on duty to supervise the students. Due to student numbers and space restrictions, children are not to use the play equipment, bats, footballs, soccer balls, basketballs or the like before school. In the event a child needs assistance or first aid they can see the teacher on duty or go into the building to the office. At 8.55am the bell will ring and students will move to the class line up area. Please ensure children arrive at school in time to commence lessons at 8.55am. A late arrival is very disruptive and often your child will miss important announcements.

## Assemblies

Whole School Assemblies are held every second Friday in the Senior Hall. Assemblies will commence at 2.00pm. We suggest you arrive early to ensure adequate parking.

## Attendance

Regular attendance is vital as it affects school work, social adjustment and attitudes to school. Absences can be a considerable handicap to a child's progress. However, home is the best place for a sick child. We do not have the facilities or staff to look after a sick child. In the event of a child becoming ill at school, or where a child is unfortunate enough to have an accident, you or your emergency contact will be informed. It is important that you complete the medical form and that all listed telephone numbers are current.

## Australian Sustainable Schools Initiative (AUSSI)

Forrest Primary School is an active member of AUSSI and we encourage all members of our school community to work towards environmentally sustainable practices.



## ***Bike Safety***

The Federal Police advise that children under Year 3 or 4 (about 8 or 9 years) should not ride a bike without an adult riding/walking alongside. Child ability to gauge distances accurately develops at about 8 or 9 thus younger children are at risk to themselves if riding alone. All children riding to school should wear a correctly fitted helmet and bikes should be stored in the bike racks with a lock.

## ***Canteen***

The canteen is open on Tuesday to Friday each week during school term. An online ordering and payment system is available. Lunches can be ordered and paid for online until 8.30am on the day the meal is required. Please go to the following website for details and ordering:  
<http://schools.fleximeals.com.au/>

## ***Communication***

Open and effective two way communication is of paramount importance at Forrest Primary School. This is because of the shared role that the community, parents, teachers and students play in everything that we do. We encourage involvement - together we can make our school the very best it can be - for everyone!

## ***Counsellor***

A school counsellor regularly visits the school. School counsellors have skills and knowledge in psychology, assessment, counselling and guidance. They work jointly with teachers, administrators, parents and others from the wider community to promote the optimum development of every student. The counsellor could be involved in the following:

- Individual counselling – assisting students on a one to one basis in educational, behavioural, emotional and/or social problem solving
- Parent consultation – making direct contact with parents regarding the specific needs of the child · Individual testing – providing assessment of students on a one to one basis
- Special Needs Program – identifying and assisting with the placement and programs of students with special needs
- Group counselling – assisting students in educational, behavioural, emotional and/or social problem solving in a small group setting
- Staff consultation – consulting with staff members regarding student educational, behaviour special and/or emotional progress · consultation with other agencies – with parental agreement, referring students to other agencies coordinating delivery of services

If you wish to contact the school counsellor (who works part time at Forrest), contact the teacher, deputy principal or the principal and they will set up contact with the counsellor.

## ***Dogs at School***

Under Department of Urban Services policies, dogs are not permitted on school grounds. Section 42 of the Act defines places where dogs are prohibited. These include the grounds of a child care centre, preschool, primary school, high school or secondary college during school hours or when school sport, including training, is being conducted unless the keeper of the dog resides in the grounds, or a dog is taken into the grounds with the approval of the principal. There is a global ban on dogs on playing fields anywhere where sport or training for sport is being played. Also dogs are prohibited within 10 metres of anything designed for play by children in a public place if children are playing on it; a fireplace designed for cooking food; or a swimming area defined by a sign erected. Dogs will be impounded and transferred to the Dog Pound.

## ***Ear-rings***

For safety reasons, only stud or sleeper type ear-rings are permitted.



## ***Emergency Contact***

If a child becomes ill at school, or is injured, an effort will be made to contact parents immediately. If parents cannot be reached the child's emergency contact will be phoned. If this is also unsuccessful, the school will then obtain medical assistance if this is deemed necessary.

## ***Enrolment Policy***

Our school follows the ACT Department of Education and Training enrolment policy. Children must be five years of age on or before 30 April the year they enter kindergarten. For further information go to the Departmental Policy.

## ***Equity Fund***

To ensure access and equity in the provision of education, like all government schools Forrest has established an Equity Fund to support the needs of students who might not otherwise be in a position to take advantage of the opportunities provided by their school.

## ***Excursions***

'Day' Excursions and Performances - during the year teachers may organise half day or day long excursions for particular age groups. These excursions form an integral part of the learning program. On occasions, again to complement our teaching program, we will arrange for visiting speakers or groups to perform at the school. Details of times etc and a permission note will be sent home to parents for all excursions. Payments for excursions, performances, camps, etc. should be placed securely in an envelope and clearly labelled and given to the front office first thing in the morning. Individual receipts will be issued for amounts \$10 and over. You can also pay on Quickweb (details on the website.)

## ***Gender Equity***

Forrest Primary School aims to eliminate discriminatory practices and develop the self-esteem of all students. Forrest Primary School provides both sexes with equal access to the full range of facilities and resources. The most recognised need is for equal access to teacher time and learning resources, classroom and playground space, sports skills learning and sports facilities. Curriculum, school organisation, resource distribution and the provision of a non-sexist library and text materials help to promote the self-esteem, aspirations and achievements of all students.



## ***Going Home***

School finishes at 3.00pm each day. All children should go immediately home, to their bus stop, junior or senior car pick up or to After School Care. A teacher is on car pick up duty after school each day. Parents who meet their children are asked to be very careful with parking and driving in and near the car parks and crossing areas. Do check that your children know each day how they are to get home. Teachers would appreciate knowing of any change to normal arrangements. Simply telephone the school. If your child does not arrive home at the usual time, please give the school a call.

## ***Harassment of Students***

The ACT Department of Education and Training requires its schools to have procedures for resolving cases of sexual harassment involving students. Alleged incidents of sexual harassment against



children (by other children or adults) while under the jurisdiction of the school should be reported to one of the Sexual Harassment Contact Teachers. Their names are advised early each school year. Harassment is dealt with under Forrest's Student Management Policy.

### ***Headlice/Nits***

These are unpleasant but normal part of school life. If a student is identified with headlice, notices are sent home to the whole class. Please check your child in accordance with the notice.

### ***Homework***

An important part of a child's education is the carry-over of learning into his/her activities outside of the school setting. One way this can be done is through homework. The Forrest staff and school community believe that homework can be an important and valuable extension of classroom learning. For further information please view our Homework Policy.

### ***Hours of Operation***

First Session: 8.55am - 11.00

Lunch: 11.00am - 11.50am

Second Session: 11.50am - 1.40pm

Recess: 1.40pm – 2.00pm

Third Session: 2.00pm - 3.00pm

### ***Immunisation***

The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age (this needs to be up to 4 years of age). ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

### ***Information Resource Centre***

Our aim is to make the Information Resource Centre a friendly, interesting place with the ways and means of finding what the students want to read and people willing to help them do this. There is an emphasis on the pleasure principle, the fun and rewards of finding and reading books.

- Students in year 1-6 may borrow two books
- Normal borrowing period is one week
- Library bags are required for the protection of books
- Once a week there is a scheduled visit to facilitate good borrowing patterns and library usage
- The information Resource Centre is open for borrowing and reading from 11.00am-11.50am
- Compensation is sought for lost or damaged items
- A reminder notice is sent home with your child to indicate overdue items

### ***Late Arrivals***

After 9.30am parents need to sign children into school at the front office for a 'Late Slip' before escorting them to class. Reason for lateness will be recorded in order to monitor the safety of children in compliance with the school's 'duty of care' responsibility. This information also helps the school to communicate and report accurately to parents.

### ***Lost Property***

Unclaimed belongings are kept in a cupboard outside the Senior Hall and may be checked at any time. Items remaining at the end of the school term are donated to charity. Small, valuable items such as money, watches and bus passes should be handed in and collected at the front office.

### ***Management of Medical Conditions***

The department is committed to providing a safe and healthy environment for students. While school staff have a duty of care to students to provide first aid assistance when required, parents will be aware that schools cannot be responsible for the general management of medical conditions. In special circumstances, staff may be able to assist with the administration of medication. In these cases, departmental policy requires principals to ensure that a comprehensive written authority is obtained from the student's parents and also seek from them a written statement from the student's doctor authorising a member of staff to administer the prescribed medication.

### ***Messages During the Day***

Parents bringing messages, lunches or materials to school during the day should leave them at the front office. School office staff will ensure that they are delivered. This practice ensures that teaching/learning time is not interrupted.

### ***Newsletter and Notes***

Forrest Primary School's Newsletter, notes and any other parent communication are distributed every Thursday, and can be found on our Website. Make sure you give your email address to the front office to receive the e-newsletter every Thursday.



### ***Nut Free School***

Forrest Primary School has become a Nut Aware school in response to children suffering severe allergic reactions (anaphylaxis) when in contact with nuts. To minimize the risk of nut contamination in the school area we require that: NO NUTS, PEANUT BUTTER OR NUT OIL BE BROUGHT TO SCHOOL.

### ***Payment Procedures for Excursions, Performances and Camps***

Our preferred method of payment is via the Forrest Primary School website, <http://www.forrestps.act.edu.au/>, Click on the "Payment" link found at the top of the page. Forrest Primary school no longer accepts credit card payments, but cash or cheque is acceptable. All cheques must be payable to Forrest Primary School. Cash payments need to be correct money please, as we do not have change in the front office.

### ***Permission Notes***

For the safety of children, students require parents to fill out the sign in book at the front office before leaving the school grounds during school hours. Parental Permission is required for all out-of-school excursions.

### ***Personal and Valuable Items at School***

We ask that mobile phones, electronic games, I-pods, toys, trading cards and larger sums of money be left at home. However, we are aware that in some circumstances these items may need to come

to school. In the event of this situation please hand in any valuables to the front office on arrival at school. The school cannot accept any responsibility for the loss or damage to these items.

### ***Personal Belongings***

Please mark clearly your child's name on all personal belongings, including clothing.

### ***P&C***

The P & C is an active and effective parent body within the school organisation. It meets termly and is crucial in supporting the school financially and socially via a variety of functions throughout the year. It is also the parent body for a number of other active groups in the school such as the Canteen Committee, Uniform Committee, Social Committee, Before and After School Care Program and After School Activities Program. Your interest and involvement with this group is most welcome. For meeting times and dates please see our school calendar located on our website or for more information please email [community@forrestpandc.com.au](mailto:community@forrestpandc.com.au)

### ***Playground Equipment***

Children are not to play on the playground or school equipment after 3.00pm, unless directly supervised by a parent or guardian.

### ***Proof of Address***

All students enrolling at Forrest Primary School need to provide proof of address. This can be in the form of an electricity bill or any other formal bill stating address and payee.

### ***Reporting Student Progress***

Parents receive a written school report twice per year.

In addition there is an A-E report for children in Years 1-6 grading the student A (outstanding achievement) to E (very limited achievement). These reports are a national requirement.

Formal interviews are held twice in the year, the 'getting to know you' interview at the beginning of the year and the mid-year interview.

In kindergarten the children have a literacy and maths assessment (PIPS) at the beginning and the end of the year. This is an ACT based assessment.

Each year in May the year 3s and 5s sit the NAPLAN test in literacy and numeracy. Results are usually received by the family in September.

Other interviews with teachers can be set up as needed. These may occur at the request of the teacher or the parent to discuss a student's achievement, behaviour management or other area of concern.

The portfolio is a compilation of samples of work. The samples are tagged so that you know the purpose and how it relates to the curriculum. The portfolio is first seen by the parent at Learning Journey in late September. Learning Journey is the time your child invites you to his or her classroom to show you every aspect of the learning.

### ***School Banking***

Students have the opportunity to participate in school banking each week. On Tuesday students place their bank book into a special Banking Wallet kept in the classroom. This wallet is then sent to the Front Office for the Banking Officer to process. Further information is available at the front office.

## ***School Board***

The School Board embodies the principle of collaboration between parents and staff, and community partnership in decision-making processes. Its members include three parents (one being the Chairperson), two teachers, a community representative and the Principal. Staggered two-year terms ensure continuity in the Board's work. The Forrest Board encourages communication between the school and its community in determining the school's budget, curriculum and education policies as well as its many needs in relation to buildings, facilities, equipment, funds and staff. Parents are welcome to attend any School Board Meeting and elected community members of the School Board can be contacted about school matters.

## ***Security at School***

The school building is protected by a security system at night, weekends and during school holidays. Suspicious behaviour on school property should be reported to the police on 000.

## ***Sickness and Accidents***

Sick children should be kept at home. If a child becomes sick at school the limited school first aid facilities will be used until parents take the child home. If a child suffers a serious accident at school, parents will be notified immediately. Should emergency treatment be required the child will be transported by ambulance to a hospital. Should a child require medication during school hours the following procedures should be followed for the safety of children and staff:

- Parents fill in a form requesting assistance with medication, giving details. (Medication is to be forwarded with the request).
- Medication is to be held in a secure place in the First Aid room.
- Children are individually responsible for going to the Front Office for medication at the correct time.

Should your child catch chicken pox, mumps, measles or any other infectious disease, please contact the school for information about quarantine periods and to enable the school to warn other parents that their children may have been exposed.

## ***Shivoo***

Shivoo is a celebration held at the end of the year/term four. Shivoo involves all year levels presenting a performance that showcases their skills and talents.

## ***Sporting Houses***

Forrest Primary School's sporting houses have been named after significant Australian Explorers. They are:

- Flinders – Red
- Cook – Blue
- Dampier – Yellow
- Phillip – Green

## ***Sun Protection Policy***

In accordance with the Department of Education and Training policy, Forrest Primary School has developed a policy based on the ACT Cancer Society's Sun Smart Policy and Guidelines. The main features are as follows:

- Hats and sunscreen are actively encouraged for all outdoor activity
- A policy of "No hats, stay in the shade" is enforced
- Where possible, outdoor activities are timetabled for the earlier part of the day
- School hats are available from the Uniform Shop

For further information see our Sunsmart Policy

## **Toys**

Children's toys, unless specifically asked for by a teachers, should be kept at home. It is sometimes difficult for children to care for these properly at school and toys have been known to break or disappear. This causes many tears and lots of distress.

## **Uniform**

The Forrest School community is strongly in favour of uniforms and neat dress. We would like everyone to make an extra effort to ensure that our students come to school in their very smart school uniforms. If uniform clothes are not available on a particular day, clothes in school colours are acceptable. Please avoid T-shirts and sweaters with pictures or writing on them, or football jumpers. Sweaters and T-shirts with our school logo of course are very acceptable. We seek everyone's assistance on this matter. We have a great school, let's look great too! School uniforms can be purchased using the <http://www.flexischools.com.au/> website or via order forms located in the front office.

## **Visits by Parents**

We encourage parents and children to visit our school before the children are enrolled. By doing this we can explain our organisation and programs to you and help you to know how to best prepare your child for school. Please call the school to make an appointment.

## **Voluntary Contributions/Library Fund**

For many years, students have benefited from the additional resources provided through voluntary financial contributions from parents, carers and other citizens. The School Board has suggested contributions will directly support the educational programs run by the school. This voluntary contribution may be made in full or in part or by instalments. In the past these contributions have been used to purchase materials for used across all KLAs. Information Technology and Performing Arts.

Pay at the front office or by Quickweb. (see the website for quickweb access and details.)

Section 27 of the Educational Act 2004 clearly states that:

- a) Each contribution must be voluntary
- b) A child is not to be refused benefits or services because the child's parents do not make a contribution
- c) A child is not harassed for contributions
- d) Any record of contribution is confidential. Schools may offer to facilitate some specific optional items, activities and services for which parents may be required to pay if they want their child to access them.

These are included in Schedule One of the Department of Education and Training's Statement on Requesting Financial Contributions from Parents, which can be found at <http://www.det.act.gov.au/policies/policies.htm>.

## **Library Fund**

You can choose to pay into the Library Fund which is tax deductible. Pay as above.

## **Waste Wise**

Forrest students are committed to reducing as much waste as possible. We encourage all students to minimise the use of soft plastic packaging (cling wrap, chip packets) and utilise hard plastic containers to bring to school.



## *Water*

Drinking water is essential for keeping the brain and body hydrated for learning. Students are asked to bring a water bottle to school daily. Students are reminded to have regular drinks of water during the day. Students may drink water inside the classroom.

