



2025

Tungamah Primary School

Family Handbook



Commitment to Child Safety

Tungamah Primary School is a child safe organisation which welcomes all children, young people and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.



Tungamah Primary School

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Tungamah, 3728

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Welcome to the 202 school year at Tungamah Primary School.

The purpose of this handbook is to provide information to families regarding the processes and policies of Tungamah Primary School. If you need further clarification, please see a staff member for help. Alternately, further information is contained in individual policies, which you will find on the school website.

Acknowledgment of Country

We acknowledge the Yorta Yorta and Bangerang people, the traditional owners of the land on which we learn, play and work. We pay our respects to both present and past Elders, and the continuing custodians of these lands. May we inspire, educate and support future leaders, and listen with great care to the heartbeat of Aboriginal lands, and to its people who have cared for it so well and for so long.

The long neck turtle is the totem of the Yorta Yorta people. This image is from <https://yynac.wordpress.com>



The platypus is the totem of the Bangerang people. This image is from www.bangerang.org.au/



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Vision, Values & School Motto

Vision

A child who graduates Tungamah Primary School will be a confident, adaptable, life-long learner who is self-motivated and an emotionally intelligent citizen of the community and the rapidly changing wider world. They will be ready through critical and creative thinking, and excellence in literacy and numeracy.

Values

- Care for yourself
- Care for others
- Care for learning
- Care for the environment and community

Motto



2025 Staff

Principal: Gemma Goodwin

Junior Teacher: Alysia Wilson

Grade Three to Six: Jo Setter

Education Support:

Larissa Pardo

Briar Rodaughan Michele Ivey

Business Manager: Briony Dickins

Tutor Learning Leader: Kathy Elliott

Specialist Teachers:

Hannah Kavanagh (Disability Inclusion)

Danida Ferres (Visual Arts)

Katrina Campbell (Library)

Gemma Goodwin (Auslan)

Information Technology Specialist: Kath Trainer

Cleaner: Debbie Hayes

Maintenance and Grounds: Neil and Jo Fry



2025 School Structure

Tungamah Primary School has two classes;

Foundation to Grade Two, and Grade Three to Grade Six.

The Junior class are in the larger classroom, and the Senior class in the smaller classroom next to the office.

2025 Specialist Subjects are Visual Arts, Library, Auslan and Phys Ed.

2025 Student Leaders

			
<p>Eliza School Captain</p>	<p>Billy School Captain</p>	<p>Grace Sport Captain</p>	<p>Kobi Sport Captain</p>



School Times and Hours of Instruction

Hours of supervision

Students are actively supervised between 8:30am to 3:35 pm.

If, *on occasion*, your family need to arrange early or late pick-up outside of these times, please contact the principal to discuss this matter prior to the event. In the event an emergency or unforeseen circumstance arises, children will be supervised inside by the principal or other staff members. Students arriving via bus are supervised from their arrival.

School Schedule

8:57 am	Transition to learning time; toilet, drink, into class
9:00 to 11:00 am	First learning session
11:00 to 11:45 am	LUNCH TIME
11:45 am	Transition to learning time; toilet, drink, into class
11:50 to 1:50 pm	Second learning session
1:50 to 2:15 pm	AFTERNOON RECESS
2:15 to 2:20 pm	Transition to learning time; toilet, drink, into class
2:20 to 3:15 pm	Third learning session
3:15 pm	Music begins to signify pack up time
3:20	End of school



2025 Term Dates

Term One	
Staff return to school	Tuesday January 28 th
Students return to school	Thursday 30 th January
Student Free Day (staff PD)	Wednesday 5 th March
Labour Day public holiday	Monday 10 th March
Last Day of term	Friday 4 th April (2:20 finish)
Holidays: Saturday 5 th April to Monday 21 st April	
Term Two	
Students return to school	Tuesday 22 nd April
Anzac Day public holiday	Friday 25 th April
King's Birthday public holiday	Monday 9 th June
Last day of term	Friday 4 th July (2:20 finish)
Holidays: Saturday 5 th July to Sunday 20 th July	
Term Three	
Students return to school	Monday 21 st July
Student Free Day (Staff PD)	Friday 15 th August Monday 25 th August
Last day of term	Friday 19 th September (2:20 finish)
Holidays: Saturday 20 th September to Sunday 5 th October	
Term Four	
Students return to school	Monday 6 th October
Melbourne Cup public holiday	Tuesday 4 th November
Last day of term	Students: Thursday 18 th December (1pm finish) Staff: Friday 19 th December
Saturday 21 st December to Tuesday 28 th January, 2025	
The 2026 school year begins Thursday January 29 th for students, and Tuesday January 27 th for school staff.	



2025 Extra Curricula Dates and List of Events

Foundation Rest Days	Wednesday February 5 th , 12 th , 19 th , 26 th
Bravehearts Ditto Show	Monday 24 th February
Student Free Day (staff PD)	Wednesday 5 th March
School Athletic Sports-Shepparton	Monday 24 th March (Back-up day 25 th)
Ballet performance at KPS	Monday 31 st March after Easter parade
Easter Bonnet Parade	Monday 31 st March
Leadership conference Shepparton Grades 5/6	Friday 2 nd May
Interschool Cross Country (Grades 4-6)	Wednesday 7 th May
Mother's Day	Sunday 11 th May
Sorry Day	Honoured Monday 26 th May
NAIDOC Week	Celebrated from 30 June-4 th July <i>due to hols</i>
NAIDOC celebration -Yarrawonga	Thursday 24 th July
Berry Street Training-staff (No students at school)	Friday 15 th August
Staff Professional Development seminar	Monday 25 th August
Father's Day	Sunday 7 th September Celebrated on Friday 5 th August
Grade 3-6 15 Mile Creek Camp	Monday 15-Friday 19 th September
Annie the Musical	Wednesday 8 th October
School Photo Day	Thursday 9 th October (~11am-ish)
School Concert	Wednesday 3 rd December, 5:00pm
Grade 6 Graduation breakfast/presentation	Thursday 11 th December
Emergency Drills (subject to change)	Term 1: Lock Down 14 th March Term 2: Lock Out 6 th May Term 3: Onsite Evacuation Term 4: Offsite Evacuation 2 nd Sept.
State-wide Orientation Day	Tuesday 9 th December



Absences or Illness

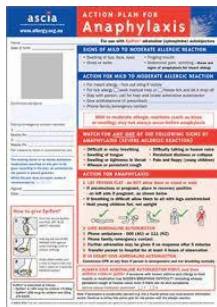
If your child/children are absent for any reason, please phone school, text the school mobile, send an email, or logon to report via uEducateUs (see appendix for how-to).

After school yard duty/supervision

Tungamah Primary School's grounds are supervised by school staff from 8:30 am until 3:35 pm Outside of these hours, school staff will not be available to supervise students. Students who travel to school via the school bus will be supervised from arrival at school.

Tungamah Primary School has fully enclosed school grounds, and staff continually rove between the eating area, playground, Tiger Turf and oval areas. There is a scheduled ten-minute eating time at lunchtime, and all students are expected to remain in the eating area during this time, even if they have finished their lunch. This encourages all students to eat their lunch.

Anaphylaxis Management



All students diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an *Individual Anaphylaxis Management Plan*. When notified of an anaphylaxis diagnosis, the Principal is responsible for developing a plan in consultation with the student's parents/carers.

Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at and where possible, **before** the student's first day.



Students with a mild or moderate allergy to a food or insect and those with medication allergy should have an Allergic Reaction Action Plan (Green Plan) that has been completed by the student's medical practitioner. It is the responsibility of parents or carers to provide a copy of their child's Green Plan to the school.

After the provision of a Green Plan, the principal will work with the family to develop an Individual Allergic Reactions Management Plan for students who have a Green Plan and the plan will be reviewed annually. Schools are not



required to complete an Individual Allergic Reactions Management Plan for every student who has allergies – this is only required for students whose medical practitioner has completed a Green Plan which has been supplied to the school by parents or carers.

Asthma Management



Students diagnosed with asthma, must have a current Asthma Action Plan signed by a doctor. This plan must be kept up to date. **Students with asthma are required to provide a NAMED inhaler and spacer to remain at school.** It will be stored in the Staff Room in the Allergy Buddy, and any time it is used, this will be recorded by staff.

Students with an Asthma Action Plan are also required to have a Student Health Support Plan, which is developed in conjunction with a parent or guardian and the principal, and where necessary the classroom teacher and/or education support member.

Bikes & Scooters

Parents or carers are responsible for their children travelling to and from school. This includes all forms of travel to get to school.

Children under the age of 12 may ride on footpaths, as can a supervising adult. They are required to give way to pedestrians, and to wheel their bikes over crossings. Road safety authorities recommend that children under 9 are supervised by an adult when riding on the road. Bikes and scooters are stored in the bike rack at the front of the school. All students are required to use a helmet when biking or scooting to school.

Birthdays

Birthdays are special, and many students at Tungamah Primary School love to celebrate with their class or school mates. Some families may even choose to send along a cake or treat to share. For families choosing to send a treat, small individual items are preferred such as cupcakes or icy-poles. Alternatively, families may consider providing a small gift such as an item of stationery like a pencil, eraser or sticker.



Breakfast Club

Breakfast Club runs every day in the Learning Centre from 8:35 am until 8:50 am, providing healthy breakfasts for any student who would like some. Options include cereal, toast, fruit, and milk or water to drink. Students are supported to learn how to make their own breakfast, as well as washing and drying their own dishes.

Breakfast Club also have options for take-home packages for families that may require some help. If you would like to access this free and confidential service, please see the principal or another staff member to arrange this.

Buddies

Our buddy program matches an older with a younger student to enhance the sense of a friendly and supportive school community. Students participate in structured activities together as well as informal activities, like eating lunch together. Senior students provide another source of support for younger students, especially the Foundation or students new to Tungamah Primary School, as older students build compassion and develop leadership skills.

Bullying

Tungamah Primary School is committed to providing a safe and respectful learning environment where bullying will not be tolerated. We ensure bullying behaviour is identified and addressed with appropriate and proportionate consequences. All bullying complaints will be taken seriously and responded to sensitively.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff or another trusted adult as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Tungamah Primary School are timely and appropriate in the circumstances.



We encourage students to speak to their child's classroom teacher, however, students are welcome to discuss their concerns with any trusted member of staff including education support staff, the business manager, other teachers, or the principal.

Parents or carers who develop concerns that their child is involved in, or has witnessed bullying behaviour at Tungamah Primary School should contact child's classroom teacher, however, students are welcome to discuss their concerns with any trusted member of staff including education support staff, the business manager, other teachers, or the principal.

Buses

Students living rurally are eligible to travel on the school bus service. If your child requires use of the service, parents/carers must complete an application form yearly whereby they agree to the conditions of travel regarding behaviour.

Each afternoon, bus travellers line up at the front gate and the teacher responsible for bus duty marks the bus roll. The bus roll is a legal document and archived yearly.

Camps

Students in Grade Three to Six have the opportunity to participate in school camps each year. This year we will be attending 15Mile Creek Camp for 4 nights from September 15th-19th.

This camp is a user pays camp, meaning that in order to attend, payment must be finalised before camp, unless otherwise arranged with the principal or business manager. CSEF can be used for camp for those eligible families.

Camps, Sports and Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF.



The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

Some common examples of school-organised programs for which a CSEF payment may be used include:

- school camps/trips
- swimming and other school-organised sporting programs
 - outdoor education programs
 - excursions/incursions

The annual CSEF amount per student is \$150 for primary school students.

If you applied for CSEF last year, you do not need to complete an application form this year unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments**; your child has started or changed schools this year.
- **changed family circumstances**; such as a change of custody, change of name, concession card number, or new siblings commencing this year.

The applicant must be one of the following on the first day of Term 1 or Term 2:

- a parent or carer who is the beneficiary of a financially means-tested card – please refer to the list of eligible cards below
 - a temporary foster carer
- a student who is 16 years or older and holds a valid concession card (such as a Youth Allowance Health Care Card or Disability Support Pension Card).

Accepted means tested cards are:

- ABSTUDY – Schooling Applicant (ABA)
- ABSTUDY – Secondary/Tertiary (ABY)
 - Age Pension (AGE)
 - Austudy Payment (AUS)
 - Bereavement Allowance (BVA)
 - Disability Support Pension (DSP)
 - Health Care Card (HCC)



- Job Seeker (JSP)
- Newstart Allowance (NSA)
- Non-Agency Payment (NAP)
 - Parenting Payment (PP)
 - Partner Allowance (PTA)
- Sickness Allowance (SKA)
 - Special Benefit (SPL)
- Widow Allowance (WDA)
- Widow B Pension (WID)
- Wife Pension Age (WFA)
- Wife Pension Disability (WFD)
 - Veterans Card (Gold)
 - Youth Allowance (YAL)

Cards that are not financially means tested are not accepted. This includes, but is not limited to:

- Foster (FO) – Foster Parents must provide a copy of the temporary care order letter from the Department of Health and Human Services (DHHS)
 - Child Disability (CD)
 - Family allowance (FA)
- Ex-Carer Allowance (Child) Health Care Card
 - Carers Card (CAR)

CSEF Forms will be sent home early in 2024.

Car Parking

“Kiss and Drop” parking is available in the staff car park in the mornings. This is only for families stopping temporarily to allow students to exit the vehicle. If the driver is also exiting the vehicle, parking is on Tower Street.

For after school pick ups, or longer periods of time, please park on Tower Street. School buses will be collecting students from the gate next to the Learning Centre. Pedestrians exiting through this gate as well cars and the school buses exiting the car park is a safety risk.



Change of uniform/undies

Students in the early years often need a spare pair of undies/jocks and socks in their bag, *just in case*. School also has a small number of spares, and your support in washing and returning these items after use is appreciated.

Child Safe Standards- Mandatory Reporting

The Child Safe Standards outline the requirements and actions; policies, procedures and processes, our school (and all organisations and groups that work with children) must take to keep children and young people safe. All teaching staff are required to be registered with Victorian Institute of Teaching which includes a Nationally Coordinated Criminal History Check (NCCHC). Education Support staff are required to hold a Working With Children Check (WWCC).

Mandatory reporting is a legal requirement of teachers and principals to report a reasonable belief of a child experiencing physical or sexual abuse.

Chill Skills

Chill Skills is a program that helps kids deal with stress and anxiety through meditation, mindfulness, movement, creativity and discussion of how worry can store in the body. Participating in the program helps children learn how to create a “chill out” routine that works for them. Larissa Pardo is a Chill Skills for Kids trained facilitator, and runs this program with small groups of students throughout the year.

Connections to the Community

We encourage parent and community involvement at our school. We view the education of students as a partnership between home, school and our local community and have developed strong ties to the local kindergarten and Lions Club. The opportunity to be involved in school activities is available to all parents and community members.



Contacting Staff

If you need to contact a member of staff to discuss matters relating to your child, contact should be made using one of the following approaches:

- Email the staff member using the email addresses supplied in this handbook (please note, staff are encouraged not to check emails between 4:30 and 8:00 am, over weekends, and during holidays. Consequently emails received during these times will be responded too based upon their urgency, within three working days for less urgent matters).
- Speak briefly with the relevant staff member, either before or after school, to arrange a suitable meeting time.

Communication with Parents

Tungamah Primary School uses multiple methods to convey information to families and the community.

Newsletter

The E-newsletter provides upcoming dates and information about important school matters. It sometimes has advertisements for extra-curricular activities for your children. There are also highlights/recaps of learning and school events.

In 2025, the newsletter will be published online every month, and access will be through the school website. An email will be sent to families to alert them to a new newsletter, with a link for direct access. Newsletters will be able to be accessed online until the end of each year.

uEducateUs

Families will be provided with unique access codes for the school app, uEducateUs. If you lose or forget your access code, please contact the principal who can reprint or reset access details.



uEducateUs is used to digitally share reports with families (hard copies are also printed).

Parents can add absence information. School staff use uEducateUs to send text messages to all parents- information about return arrangements or if needed, emergency events.

Website

The school website is a source of much information- policies and procedures, teaching and learning at Tungamah Primary School, and online access to past newsletters, and this parent handbook.

Facebook

Facebook is used to share photos of learning activities, and to promote upcoming school wide events that community members are invited too.

Early Departures During School Hours

Please ensure you sign your child/children out via the office if they need to leave early during school hours. This includes leaving due to illness or injury. In 2025 we will be transitioning to an electronic sign out system which will be permanently located at the front office.

Enrolment

Every Victorian student has a right to enrol at their designated neighbourhood school. To enrol in a Victorian government school, an applicant must:

- meet the age eligibility requirements; schooling is compulsory for children who have turned 6 until they turn 17. In practice, this means most children will commence schooling at the start of the year they turn 6, and
 - be an Australian citizen, or a student with relevant specified visas.
- To start primary school your child will need to turn 5 years old by 30 April in the year that they start school.
- Your child must be at school in the year that they turn 6 years of age. This is the compulsory school starting age.
 - The first year of primary school is called Foundation or Prep.



- If you need to enrol at a different time or year level, contact the primary school.

An enrolment form must be completed if you are enrolling your child for the first time in the Victorian government school system. This form seeks personal and health information that should only be provided to the school your child will attend.

You will be required to provide the following information and documentation:

- evidence of identity and date of birth (for example, a birth certificate or passport)
 - Immunisation History Statement
 - your contact details
 - emergency contact details
- health information about your child (such as allergies or illnesses they need to manage), and
 - other legal orders relating to your child and their welfare.

Updating enrolment details

Please ensure you update personal and/or emergency contact details if you move or other details change. It can be distressing for a child if a family member cannot be reached when needed.

Emergency Procedures

As part of the school's Emergency Management Plan, a drill is conducted each term to test emergency response procedures, and improve if necessary. Families will be notified in advance of the event, and informed if the drill is an onsite or offsite response.

Excursions/Incursions.

Excursions/incursions (visitors to the school) take place each year and are an integral part of the school curriculum. It is expected that all children will participate in excursions, and consequently costs are kept as low. Families experiencing financial difficulties are encouraged to contact the principal or business manager to access different options.

Permission forms are usually distributed via hard copies, printed on pink paper. Pink paper indicates a form needs to be signed and returned. CSEF can be used for excursions and camps for eligible families.



Extreme Heat or Wet Weather

On days when the weather conditions are extreme, students remain inside during lunch times and recess, and are supervised to play indoor games and activities. In wet conditions, students are given the option to play, supervised, on the Tiger Turf (covered outdoor area).

First Aid

All children who are sick at school will be sent home for their own care and welfare. Staff will contact families if children are not well enough to remain at school. A child with any of the symptoms listed is not well enough to be at school;

- nausea, vomiting or diarrhoea
- stuffy/runny nose, sore throat, cough, or
- fever, chills or sweat

Please note that any child not well enough to go outside at recess or lunchtime is not well enough to be at school.

Should your child require medication during school time, a Medication Authority Form must be completed and signed by the parent/carer. Medication must be in its original packaging and will be administered by staff.

As part of our First Aid Policy, the parent/carer of any child who has received a head knock will be contacted. In the case of other injuries, if deemed serious a parent/carer will be contacted. Students who receive first aid will also bring home a slip with brief details of injury and treatment.

Some illnesses and ailments require particular exclusion to reduce the spread to other students. Please see the Disease and Exclusions from school list in the appendix.

Healthy Habits- Fruit Break

Fruit Break is a set time in our classroom for students to 'refuel' on vegetables, salad or fruit and 'rehydrate' with water. Students who are well hydrated and not hungry perform better in the classroom, show increased concentration, and are less likely to be irritable and disruptive.



Families are encouraged to send a small piece of fruit or small amount of cut up vegetables- a good portion is the size of a cupped hand. This is a snack, not a meal!

Home Reading

Daily home reading is strongly recommended to enable students from Prep to year 6, to practice the skills taught at school. We support students to take levelled books home their classroom libraries. These books should be relatively easy to read, as home reading practice needs to focus on developing fluency, not simply decoding words. If your child is struggling to read fluently, or finding their book way too easy, we recommend you check with their class teacher to ensure the book is at the right level We welcome parent and carer helper to assist with the home reading program at school.

Holidays/Planned Absences

If you are considering taking your child out of school for a holiday or any other planned absence, please discuss this with the principal before your expected departure. Teachers are not expected to provide students with work for family holidays. Suggestions of ideas that parents can facilitate are writing a journal of the holidays, reading, discussions of road signs, and distances between locations.

iPads

Tungamah Primary School has a 1 to 1 iPad program across the school. Parents are asked to contribute to maintaining this program through a small amount in the yearly Parent Payments. The iPads are updated on a three-year cycle. Students in the Senior class have a keyboard attached to their iPad so it functions like a laptop. Families are encouraged to provide headphones for students to reduce the need to share these. Please remember to label with your child's name.

Junior SC

The Junior School Council is a group of students elected by their fellow students to represent them in the school. The JSC works democratically to represent the student body in school decision-making and organise ways for students to participate in school life. The JSC provides a voice for our student body to raise suggestions or concerns and to in turn be consulted.



Students from Grade 5 and 6 are eligible to nominate for School Captain, and then present a speech expressing their suitability for one of the two available positions. Sports Captains also present a speech, and students from Grades 3 to 6 are eligible to nominate. The Foundation to Grade 2 class holds a class vote to elect two representatives.

The role of JSC members is to promote the views of students and to encourage students to become actively involved in the school. As a multi-age forum, students learn to listen to and respect the opinions and points of view of older or younger students. Students can have their say on a wide variety of issues, generated either by the school or by the student body.

The JSC provides excellent leadership opportunities. JSC representatives are involved in speech writing and public speaking. They seek feedback from their peers and make decisions on their behalf, and are responsible for running school assemblies. School leadership also seek the JSC's support in promoting whole school events such as the Mother's Day Afternoon Tea and Easter raffles.

JSC membership is highly valued by the student body. Representatives are proud of their badge and their role. This builds stronger relationships between staff and students whilst fostering leadership skills and promoting a positive school culture.

Learning Support

Teachers use assessment to help them develop Individual Education Plans, based on individual learning needs.

Some students may require extra support strategies. These may include, and are not limited to:

- In-class support from teacher aides
- Student Support Group meetings
 - Parent liaison meetings
 - Modified/reduced timetable
- Small group or 1:1 targeted interventions
 - Play therapy
 - Occupational therapy reviews
- A uniform price list is included in the appendix at the back of this handbook.



Lost Property

The Lost Property basket is located in the foyer, and is a round cane basket with a lid.

Items with names are returned to students, and unnamed items can be found in the basket if they are left around the school. Please label your child's items; everyone is wearing the same uniform! It is good practice to write your child's surname in two places on jumpers; the tag and the back of the logo on the white fabric. Laundry marker does tend to fade after multiple washes.

Lunch Orders

Lunch orders are available on Fridays, and are supplied by the Tungamah General Store. A list is provided in the appendix, and a hard copy will be sent home early in the year.

On Fridays, lunch orders need to be added to the tub by 9:15am, and a staff member will deliver it to the store. Lunch orders need to be written on an envelope or brown paper bag, with as close to correct money as possible enclosed. Lunch orders are an option for families, not an expectation.

Mobile phones

In accordance with the Department of Education's Mobile Phone- Student Use Policy issued by the Minister for Education, personal mobile phones must not be used by students at Tungamah Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Students are actively discouraged from bringing mobile phones to school. Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours, by passing them to a staff member to be stored in the office in a locked cupboard. When emergencies occur, parents or carers can convey information to their child by calling the school's office.

NAPLAN

Students in Grades 3, 5, 7 and 9 across Australia undertake the National Assessment Program- Literacy and Numeracy (NAPLAN) in March each year. They complete individual tests in four areas; Writing, Reading, Language Conventions (Spelling, Grammar and Punctuation), and Numeracy. All tests are completed online, with the



exception of Writing for students in Grade 3. For those students completing NAPLAN in 2025, further information will be provided by the Department of Education early in Term 1.

Parent Library

In 2025, staff will be building a collection of books for parents to borrow. There will be a variety of topics about all matters of parenting but also those that support the teaching at school, for example The Resilience Project, and Let Go. Due to the nature of some of these books, they will be stored away from student access (exact location still to be decided). Parents will be informed via the newsletter of new additions to the library.

If you have suggestions or requests for topics or authors, please see a staff member.

Parent Payments

Parent payments are financial contributions from families to cover curriculum contributions (for example, stationery and classroom supplies, online subscriptions, iPads and technology). Tungamah Primary School keep parent payments at a minimum, and offer multiple options for payment, including setting up payment plans. Further information is provided at the beginning of each school year.

Passive Play

In 2025, passive indoor play in the Learning Centre will be offered at least once per week at lunchtimes, with a variety of activities and games offered.

Personal belongings/property/insurance

Tungamah Primary School understands that students may sometimes like to bring items of personal property to school. The Department of Education and Training (DET) does not have insurance for personal property of staff, students or visitors. Tungamah Primary School does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property. Students are encouraged not to bring items of value to school. Families are welcome to obtain their own appropriate insurance for such items.



Photographing, filming and recording students

An Annual Consent Form and Collection Notice will be distributed to parents/carers on enrolment and also at the beginning of each school year.

There are many occasions during the school year where staff photograph, film or record students participating in school activities or events, for example classroom activities, sports events, concerts, excursions, and camps. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events, communicate with our parents/carers and school community in newsletters and on apps.

If at any time a parent/carer or student has a concern about the use of any images they should contact the principal.

Physical Education/Skillzone

Students attend a weekly, hour long physical education class with Skillzone every Tuesday morning that focuses on developing basic fundamental skills around moving the body, understanding movement, and learning through movement. These lessons also introduce different sports and familiarise students with a wide range of equipment and associated skills. Children are taught to work cooperatively in small groups using teamwork and build strategies for being good winners and losers. In addition, classroom teachers also provide weekly Physical Education sessions, as well as incorporating movement breaks and cross-curricular opportunities for learning.

The Physical Education program also includes swimming, cross-country and athletics. The School Athletics will be held in Shepparton at the athletics track, run by the Goulburn Region Small Schools Association. The cross-country event for the whole school will be a shared small school event to continue historic ties, and the Grade 4-6 event will be held by the Goulburn Region Small Schools Association.

Reporting to Parents

Families receive a written report twice per year; in June and December. Tungamah Primary School use common sense reports which were introduced by the state



government in response to calls by parents for clear, consistent from one school to another and easy to understand assessment and reporting on students' progress.

These report cards follow a common format and are written in plain English. They were introduced so that no matter what Victorian Government school your child attends, you will receive a clear picture of your child's progress that is reported in the same way and against the same state-wide standards in Years Prep to 6.

The report has

- a chart showing your child's current progress against the expected state-wide standard as well as the progress they have made since the previous year (if they were enrolled a year ago)
 - a chart showing your child's level of effort and class behaviour
 - details about attendance
- easy to understand comments from teachers outlining what your child knows and can do, any areas in which your child needs to be given further help or extended, and how this will be done, and
 - suggestions for how you can help at home.

School Communication

Teachers and the principal value your time, and prioritise working with each family to ensure every student is meeting their potential. If a matter needs privacy or a lengthy discussion, please call to arrange a mutually convenient time so that you can be heard with the time and attention you deserve. Otherwise for simple matters, please email your child's teacher or contact the office.



School Council

Families are encouraged to consider joining the School Council. School Council meets eight times per year (twice each term, at 5:30pm on a Wednesday evening) and helps to establish the direction and vision of the school. They also oversee fundraising, keep an oversight of the buildings and grounds to ensure they are in good order, support the Annual Implementation Plan, and oversee financial activities in the school.

A new School Council will be formed in March, and information will be provided to all families in February about joining the School Council.

School Nurse

The school nurse is a free serviced offered to all Foundation students, and in some circumstances, may be available for students in Grade 1 to 6. Families complete the online School Entrant Health Questionnaire, with follow-up health assessments carried out by the school nurse with parent/guardian consent. This is an optional service.

School Photos

School Photo Day is booked for Thursday 9th October around 11am; this is Week One of **Term 4**. Photos will be taken by MSP Photography. Prior to the end of Term 3, envelopes will be distributed and families can choose to purchase photos at their own expense. All students have their portrait taken and are part of the class and whole school photo.

Smile Squad- School Dentist

Smile Squad is the Victorian Government's free school dental program. Smile Squad attend during school hours, saving families time and money. Smile Squad includes all required treatment, excluding orthodontics. They visit every 12-18 months and see all students who have parent/carer permission, and provide tooth cleaning, dental x-rays, fluoride varnish and fissure sealants. If extra treatment is required, Smile Squad will discuss this and seek consent.



Special Programs- Auslan, Library, Art, Skillzone

Specialist programs run for Auslan, Library, Art and Skillzone. Library and Art occur on opposite weeks on a Thursday, with specialist teachers who travel around in vans delivering art lessons and literacy skill-building sessions to students for children.

Auslan is facilitated by the principal, by a program created by Auslan Education Services. The program includes videos of experts explaining and demonstrating the signs, games and curriculum resources for delivering Auslan.

Skillzone provide multiple, highly-skilled coaches to deliver a variety of sports and motor skill building activities.

Students required an art smock and a library bag for Art and Library. An old shirt is a perfect art smock to protect clothes, and a reusable shopping bag is a suitable library bag.

Staff email addresses

Gemma Whinray	Gemma.whinray@education.vic.gov.au
Alysia Wilson	Alysia.Wilson@education.vic.gov.au
Jo Setter	Joanne.Setter@education.vic.gov.au
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Briar Rodaughan	Briar.Rodaughan@education.vic.gov.au
Michele Ivey	Michele.Ivey@education.vic.gov.au



Staff Meetings and Professional Learning

Staff meetings are held on Monday and Tuesday afternoons. Staff will be unavailable for general enquiries or parent-teacher meetings at this time.

Student/Family/Teacher Conferences

Formal student/family/teacher conferences take place twice per year. The purpose is to establish/continue a learning partnership, to share information about health and wellbeing, and learning progress, and setting future learning goals. They are also a time to talk more in-depth about your child's report.

Families are also encouraged to contact their child's teacher or the principal at any stage of the year to request a conversation to discuss these matters. Alternately, there may be times that your child's teacher may request a time to discuss matters with you. By planning for these meetings in advance, all parties can be prepared.

Student Support Group (SSG)

A Student Support Group is a partnership between families, schools, the student and relevant agencies. The group works together to plan and support the education and health and wellbeing of students with diverse learning needs.

SSGs are held for students

- in Out of Home Care
- who are Aboriginal and/or Torres Strait Islander
- with a disability or additional learning needs
 - with additional health needs
 - with a behaviour support plan, or those
 - with significant attendance issues.

SSGs may be held for other students as well. SSGs develop and discuss a student's Individual Education Plan, and the role each person will take on to best support the student.



Sun Safety

Broadbrimmed school hats are to be worn outside in Terms 1 and 4 as part of our Sun Smart Policy. When the UV Index is 3 or above in Terms 2 or 3, children will be asked to wear their hat. For this reason, students are encouraged to leave their hats at school year-round. Please label hats- every student wears one and they are on and off all day!!!

Swimming

Students participate in a swimming program in the heated pool at Wangaratta Sports and Aquatic Centre. Students participate in small groups, working at their own level. School staff also swim for extra support, if requested by swim instructors.

Uniform

Tungamah Primary School ensure there are cost effective options for school uniform for all families. New uniforms (t-shirts, jumpers, hats, beanies, and bags) are sold from the office, and the Business Manager or Principal can help with these. Uniform needs to be paid for before it can be removed from the school; bank transfer is the preferred payment option. We also have plenty of second-hand uniform available for a gold coin donation. There are also other confidential options if your family needs further support to access uniforms including shoes, pants or shorts. Please see the principal for further information.

Students are encouraged to wear the uniform they feel most comfortable in; runners are a good choice for footwear as they are suitable for all activities. Closed toe sandals are acceptable.

A uniform price list is included in the appendix at the back of this handbook.



Victorian Curriculum

Tungamah Primary School uses the uses the Victorian Curriculum F-10 to develop and provide education programs that are meaningful for students. This curriculum is slowly being revised, with Mathematics and English version 2.0 released late in 2023. In 2025 school staff will undergo professional learning to become familiar with the updated and revised content.

Each class cover similar subject areas though the time devoted to each subject differs, with the primary focus in the Junior class being to become literate and numerate.

Foundation Stage (Prep-Grade Two): A highly structured teaching and learning program in English and Maths, with substantial attention to Health and Physical Education, The Arts, Personal & Social Capabilities, plus a learning program that draws on curriculum areas of Humanities, Auslan, Science, Technologies, Critical & Creative Thinking, Ethical Capability, and Intercultural Capability.

Breadth Stage (Grade Three to Six): A highly structured teaching and learning program in English, Maths and Science, and substantial attention to Health and Physical Education, plus an Auslan program, a Humanities program that over two years includes History, Geography, Civics and Citizenship, and from Grade 5; Economics and Business, an Arts program that in Grades 3-4 includes all five Arts disciplines, and at Years 5-6 consists of at least two Arts disciplines; one from Performing Arts and one from Visual Arts, a Technologies program over two years, and a program that includes Personal & Social Capabilities, Critical & Creative Thinking, Ethical Capability, and Intercultural Capability.

Volunteering in our School

Tungamah Primary School values volunteers assisting in our classrooms, with sports events/camps/excursions, Breakfast Club, other events and programs.

To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Tungamah Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as a reference, proof of identity, qualification and work history involving children checks.



Considering our legal obligations, and our commitment to ensuring that Tungamah Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to the principal or business manager for verification in the following circumstances:

- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity.
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not
- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.

Water only

Tungamah Primary School encourage families to send only water in drink bottles to school for students. In hot weather, half filling and freezing the water bottle overnight means a refreshing drink at break times. Students are provided with a new drink bottle yearly for in class use and fill this daily, multiple times if required.

Yard duty and supervision

Students are supervised in the yard by staff whom continually rove between the playground, Tiger Turf (undercover area), oval and eating area. At lunchtime, all students are required to bring their lunch to the eating area and remain seated until the bell signifying play time sounds. At recess, students are able to eat and play as soon as they have finished. The school yard is enclosed by fences on all boundaries.



Tungamah General Store

School Lunch Order Price List 2025

5748 5505

(price list subject to change)

LUNCH ORDERS: FRIDAYS ONLY

Write student's name and order on an envelope and enclose correct money
Place order in basket in the foyer by 9.15am

Sandwiches(Fresh or toasted)

Ham & cheese -\$4

Cheese -\$3

Hot Food:

Chips - \$2

Dim Sims (Fried/Steamed) - \$1

Potato cake \$1

Chicken Nugget - 90c

Sausage Roll – Small \$3

Party Pies - \$1.50

Cheeseburger- **Term 2 & 3 only** \$5

Hotdog with Tomato Sauce- **Term 2 & 3 only** \$5

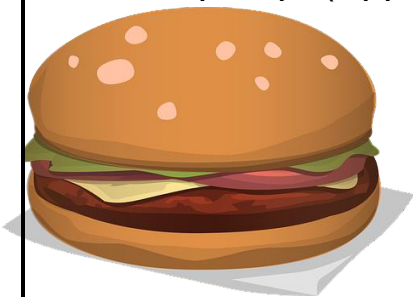


Drinks:

Prima: (Orange, Apple Raspberry, Apple) - \$1.50

Nippy's: (Chocolate, Strawberry) - \$2.50

Pop Top: (Apple, Blackcurrant, Orange) - \$2





Diseases and Exclusions from School

CHICKEN POX

Time from exposure to illness:

2 to 3 weeks.

Symptoms:

Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab. Can be more severe for pregnant women and newborns.

Do I need to keep my child home?

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.

How can I help prevent spread?

Immunise your child at 18 months of age. Immunisation is recommended for children at 12 years if they are not immune.

COLD SORES (HERPES)

Time from exposure to illness:

Varies

Symptoms:

tiny blisters around the mouth, lips or nose

Do I need to keep my child home?

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

How can I prevent spread?

Avoid direct contact with an infected person's cold sores, and avoid sharing utensils, glasses or towels with someone who has cold sores

CONJUNCTIVITIS

Time from exposure to illness:

1-3 days.

Symptoms:

The eye feels scratchy, is red and may water. Eye lids may stick together on waking.

Do I need to keep my child home?

Yes, while there is discharge from the eye.

How can I help prevent spread?

Careful hand washing; avoid sharing towels. Antibiotics may be needed.

GASTROENTERITIS

Time from exposure to illness:

Depends on the cause: several hours to several days.

Symptoms:

A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

Do I need to keep my child home?

Yes, at least for 48 hours after vomiting or loose bowel motion.

How can I prevent spread?

Careful hand washing with soap and water after using the toilet or handling nappies and before touching food.



GERMAN MEASLES (RUBELLA)

Time from exposure to illness:

2 to 3 weeks.

Symptoms:

Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected

Do I need to keep my child home?

Exclude until fully recovered or for at least four days after the onset of rash

How can I help prevent spread?

Immunisation (MMR) at 12 months and 4 years of age

GLANDULAR FEVER (EPSTEIN-BARR VIRUS INFECTION)

Time from exposure to illness:

2 to 3 weeks.

Symptoms:

Fever, headache, sore throat, tiredness, swollen nodes.

Do I need to keep my child home?

No, unless sick.

How can I help prevent spread?

Careful hand washing, avoid sharing drinks, food and utensils, and kissing

HAND, FOOT AND MOUTH

Time from exposure to illness:

Symptoms usually start three to seven days after becoming infected, and can last from seven to 10 days

Symptoms:

Small, oval, white blisters on the palms, soles of the feet, as well as in the mouth. Your child may have a sore mouth and throat, leading to poor appetite or risk of dehydration (drinking and eating can be painful because of the mouth blisters).

A red skin rash with a brown scale on it. The rash appears on the outer arms, hands, legs, feet, around the mouth and upper buttocks. The trunk is usually relatively clear. Sometimes there are blisters present, but they are not usually in the mouth and your child can eat and drink as usual.

Do I need to keep my child home?

Until all blisters have dried.

How can I help prevent spread?

Careful hand washing with soap and water after using the toilet or handling nappies, before touching food or blowing their nose. Don't share items such as cutlery, drinking cups, towels, toothbrushes and clothing.

HEAD LICE

Time from infestation to eggs:

Usually 5 to 7 days.

Symptoms:

Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.

Do I need to keep my child home?

Exclude until the day after appropriate treatment has commenced

How can I prevent spread?

School should be notified so classroom contacts can be alerted and examined in order to be managed if infested.



HEPATITIS A

Time from exposure to illness:

About 2 to 6 weeks.

Symptoms:

Often none in small children; sudden fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.

Do I need to keep my child home?

Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness

How can I help prevent spread?

Careful hand washing; close contacts may need to have an injection of immunoglobulin; immunisation is recommended for some people.

INFLUENZA AND INFLUENZA-LIKE ILLNESSES

Time from exposure to illness:

1 to 3 days.

Symptoms:

Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.

Do I need to keep my child home?

Exclude until well

How can I prevent spread?

Careful hand washing, especially after coughing, sneezing or wiping your nose. Immunisation is recommended for the elderly and people with chronic illnesses

MEASLES

Time from exposure:

About 10 to 12 days until first symptoms, and 14 days until the rash develops.

Symptoms:

Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

Do I need to keep my child home?

Exclude for at least 4 days after onset of rash

How can I prevent spread?

Immunisation (MMR) at 12 months and 4 years. Contacts who are not immune may be excluded for 14 days after onset in the last case at the facility.

MENINGOCOCCAL DISEASE

Time from exposure to illness:

2 to 7 days.

Symptoms:

Sudden onset of fever and a combination of headache, neck stiffness, light sensitivity, nausea, vomiting, loss of appetite, drowsiness, confusion, muscle/joint aches and pains, rash that does not turn skin-coloured when you press on it with a finger

Do I need to keep my child home?

Exclude until adequate carrier eradication therapy has been completed

How can I help prevent spread?

Close contacts should see their doctors urgently if symptoms develop, and may need to have a special antibiotic. Immunisation with Meningococcal C vaccine at 12 months of age.



MOLLUSCUM CONTAGIOSUM

Time from exposure to illness:

7 days to 6 months.

Symptoms:

Multiple small lumps (2-5mm) on the skin that are smooth, firm and round, with dimples in the middle. Lumps in children are mostly on the face, trunk, and upper arms and legs. Symptoms can last 6 months to 2 years.

Do I need to keep my child at home?

No.

How can I help prevent spread?

Avoid close contact with the lesions of affected people, avoid sharing towels

MUMPS

Time from exposure to illness:

14 to 25 days.

Symptoms:

Fever, swollen and tender glands around the jaw.

Do I need to keep my child home?

Exclude for 5 days or until swelling goes down (whichever is sooner)

How can I prevent spread?

Immunisation, as per the National Immunisation Program Schedule

RINGWORM

Time from exposure to illness:

Varies- 4-14 days

Symptoms:

Small scaly patch on the skin surrounded by a pink ring.

Do I need to keep my child home?

Yes, until the day after fungal treatment has begun.

How can I help prevent spread?

Careful hand washing, no sharing of towels or clothing

SCABIES

Time from exposure to illness:

New infections: 2 to 6 weeks; reinfection: 1 to 4 days.

Symptoms:

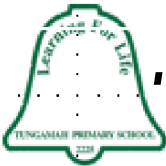
Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

Do I need to keep my child home?

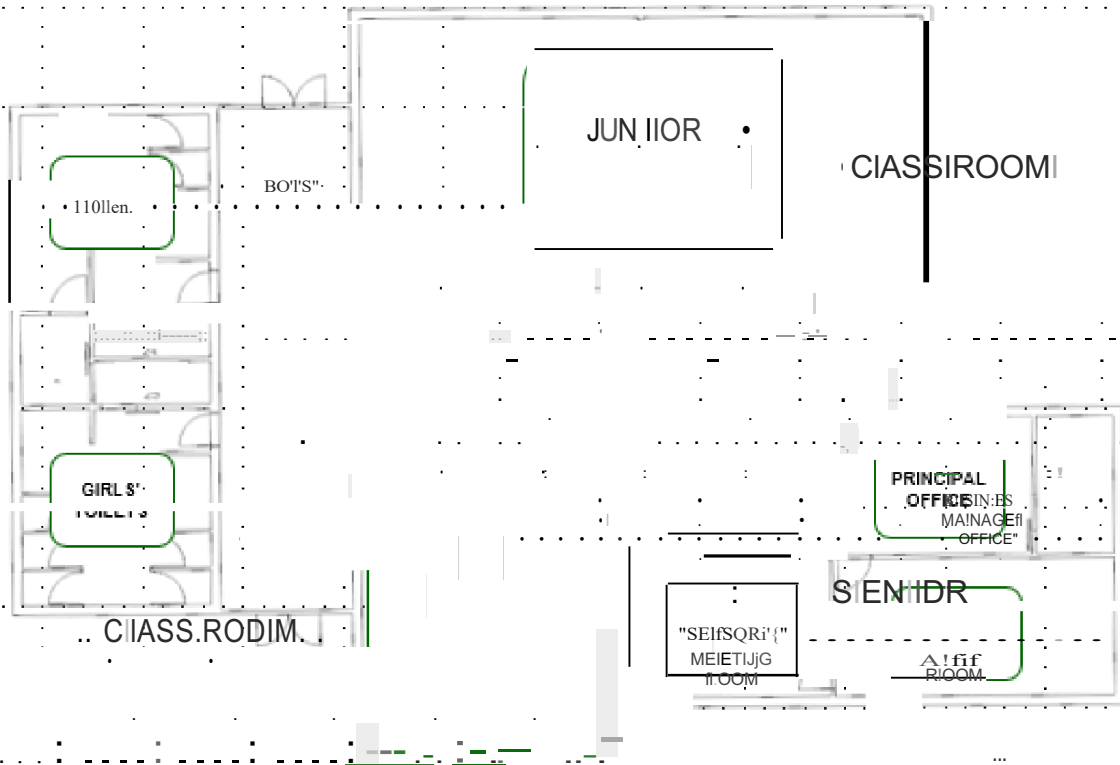
Yes, until the day after the treatment has begun.

How can I prevent spread?

Close contacts should be examined for infestation and be treated if necessary. Wash linen, towels and clothing worn in the past 2 days in hot water and detergent



LOCATIONS OF FACILITIES



DU'ILIDDOR

LEARNING CENTRE :
Visiting :

Art library special lists

Updated Term 4, 2023

