



KURRUN
Primary School

Parent/Carer Handbook

2025-2026



School Contact Details

Address: 22 Allsburg Avenue, Officer VIC 3809

Telephone: 03 5929 8222

Email: kurrun.ps@education.vic.gov.au

Website: www.kurrunps.vic.edu.au

Facebook: www.facebook.com/KurrunPrimarySchool

Daily Timetable

8:45am – School gates open

8:55am – Classrooms open for students

9:00am – 11:00am – First session

11:00am – 11:30am – Morning tea

11:30am – 1:30pm – Second session

1:30pm – 2:15pm – Lunch Break

2:15pm – 3:15pm – Final session

3:15pm – Students dismissed

Student Start And Finish Times

Monday to Friday: Start 9:00am – Finish 3:15pm

Supervision Hours

Monday to Friday 8:45am – 3:30pm

Office Hours

Monday | 8:30am – 4:30pm

Tuesday | 8:30am – 4:30pm

Wednesday | 8:30am – 4:30pm

Thursday | 8:30am – 4:30pm

Friday | 8:30am – 4:00pm

Welcome

On behalf of Kurrun Primary School, I would like to welcome each and every family. At Kurrun Primary School, we are committed to developing a high-performing, inclusive school with a strong sense of connectedness and belonging for all.

Whilst our school may be new, the land on which our school is located has a long history. We acknowledge the Bunurong people, the Traditional Custodians of the land on which Kurrun Primary School is situated and pay our respects to their Elders past and present and leaders who are emerging. We also extend our respect to Aboriginal and Torres Strait Islander peoples and their continuing culture and acknowledge the ongoing contribution they make to our community. Central to the development of the learning environment is a focus on community and the establishing and maintaining of strong partnerships between students, staff, parents and the broader community. We are proud to serve our diverse community and create a school that is inclusive for all.

At Kurrun Primary School, students learn the fundamental skills, knowledge, understandings and attitudes to be highly literate and numerate members of society and to develop and maintain high levels of personal wellbeing in an ever-changing world. To do this the school implements a learning and teaching program which is evidence-based, precise, high-quality and consistent across the school. Staff ensure student learning is personalised, student-directed and focussed on meeting student academic, social, emotional, physical and creative needs.

Students are continuously challenged and supported in their learning with a feature of student learning being student voice, agency and leadership. They engage in a broad range of learning opportunities that is guided by a whole-school curriculum plan, including a focus on indigenous perspectives, history and culture.

Ultimately, everything we do as a school is directed towards one goal, the achievement of high levels of learning and wellbeing for each student.



Gavan Hughes
Principal





Our School

Kurrun Primary School is a new school that opened Term 1 2023, located at 22 Allsburg Avenue, Officer, within the Cardinia Shire. The Bunurong people are the Traditional Custodians of the land on which the school is sited. Kurrun (pronounced kur/run) is a Bunurong word meaning wattle.

Kurrun Primary School's logo (see below) has been derived from an artwork produced by Bunurong artist Adam Magennis. The butterfly is representative of the students that attend Kurrun Primary School and the learning and growth students experience during their primary school years. You will notice the two small pieces of wattle pollen on the butterfly that are transported by the butterfly out into the community, resulting in further learning and growth beyond the school. This is representative of how students at Kurrun Primary School, as interdependent contributors to society, will connect with the local and global community to continue their learning journey and make the world a better place for all.

Facilities

Students at Kurrun Primary School have access to outstanding state-of-the-art facilities including:

- an administration building with a library, staff offices and amenities as well as specialist teaching areas for science and visual arts
- learning neighbourhood buildings, incorporating general purpose classrooms, and collaborative teaching spaces that are flexible in the way that they can adapted to suit small group and large group learning
- a community hub building with a competition-grade gymnasium, canteen and performing arts room
- numerous outdoor learning and play areas
- extensively landscape gardens
- outdoor sports facilities including hardcourts and a sports field.



Mission



Vision



Values



Mission

Kurrun Primary School's mission is to create and maintain a collaborative school community to empower and inspire students to become interdependent contributors to their community.

Vision

Kurrun Primary School's vision is for every student to be engaged with purposeful learning and making high levels of growth, every day.

At Kurrun Primary School students will learn the fundamental skills, knowledge, understandings and attitudes to be highly literate and numerate members of society and to develop and maintain high levels of personal wellbeing in an ever-changing world.

The Kurrun Primary School learning environment will be safe, orderly, supportive and stimulating. Diversity will be embraced and celebrated throughout the community, including the acknowledgement and celebration of Aboriginal and Torres Strait Islander peoples, histories and cultures.

Strong collaborative partnerships will exist between students, staff, parents and the broader school community in meeting the individual learning and wellbeing needs of each student. Together we will inspire and support each learner to succeed as creative and curious thinkers, who are connected, adaptable and resilient citizens, displaying empathy and courage.

Values

Kurrun Primary School's values are Inclusion, Courage, Aspiration, Respect and Empathy (I CARE).

Inclusion – Inclusion is ensuring that everyone feels like they belong and are part of the school community. In displaying inclusion, we maximise opportunities for people to participate in school life and we embrace and celebrate diversity.

Courage – Courage is accepting challenges and embracing opportunities. In displaying courage, we are brave, persist, stand up for what is important and we do the right thing, even when it is difficult to do.

Aspiration – Aspiration is having high expectations and achieving to a high level. We display aspiration when we set challenging goals and are relentless in the pursuit of these goals.

Respect – Respect is when we value ourselves, others and property. We display respect when we treat ourselves, others and property with kindness, courtesy and care.

Empathy – Empathy is being able to share or understand the emotions and feelings of another person. We display empathy when we actively seek to understand how another person is feeling and show that we have care and compassion for that person.



Term Dates

2024

Term 1

30th January – 28th March (29th January and 18th March are non-pupil days)

Term 2

15th April – 28th June

Term 3

15th July – 20th September (15th July is a non-pupil day)

Term 4

7th October – 20th December (4th November and 20th December are non-pupil days)

2025

Term 1

29th January – 4th April

Term 2

22nd April – 4th July

Term 3

21st July – 19th September (4th Sep is a non-pupil day)

Term 4

6th October – 19th December

2026

Term 1

27th January – 2nd April (27th is a non-pupil day)

Term 2

20th April – 26th June

Term 3

13th July – 18th September

Term 4

5th October – 18th December

*Please note our school office is attended during term time only.

2025 Team

Ahdie Rasouli	Classroom Teacher
Alona Wilkes	Education Support – Teacher’s Aide
Amruta H	Education Support – Teacher’s Aide
Andrea Hamilton	Education Support – Teacher’s Aide
Anne Ritchie	Classroom Teacher
Cian Cottee	Administration
Danielle Macreadie	Classroom Teacher
Douglas Dias	Classroom Teacher
Gavan Hughes	Principal
Jana Payne	Head of Wellbeing
Jodi Tate	Classroom Teacher
Julianne Wilkes	Education Support – Teacher’s Aide
Karlie Vinen	English as Additional Language Classroom Teacher
Kathyrn Footman	Education Support – Teacher’s Aide
Leigh-Ann Schouw	Classroom Teacher
Loren Murgana	Classroom Teacher
Lou Jammass	Education Support – Teacher’s Aide
Lucy Reincke	Classroom Teacher
Madison McDonald	Classroom Teacher
Megan Ryan	Assistant Principal
Michelle Hook	Classroom Teacher
Pat Ellery	Education Support – Teacher’s Aide
Sabrina Kumari	Education Support – Teacher’s Aide
Sal Murgana	Business Manager
Sophie Anderton	Education Support – Teacher’s Aide
Tara Malins	Education Support – Teacher’s Aide
Tayla Schilling	Classroom Teacher
Taylah McKelvie	Education Support – Teacher’s Aide
Tihani Smith	Classroom Teacher
Vanessa Nanfra	Classroom Teacher

Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

All students at Kurrun Primary School who are 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 of Kurrun Primary School 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 Kurrun Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis
- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

Review and updates to Individual Anaphylaxis Management Plans

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers. The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Location of plans and adrenaline autoinjectors

A copy of each student's Individual Anaphylaxis Management Plan will be stored with their ASCIA Action Plan for Anaphylaxis at the Sick Bay, together with the student's adrenaline autoinjector. Adrenaline autoinjectors must be labelled with the student's name.

Risk Minimisation Strategies

To reduce the risk of a student suffering from an anaphylactic reaction at Kurrun Primary School, we have put in place the following strategies:

- staff and students are regularly reminded to wash their hands after eating;
- students are discouraged from sharing food
- garbage bins at school are to remain covered with lids to reduce the risk of attracting insects
- gloves must be worn when picking up papers or rubbish in the playground;
- school canteen staff are trained in appropriate food handling to reduce the risk of cross-contamination
- year groups will be informed of allergens that must be avoided in advance of class parties, events or birthdays
- parents/carers are informed prior to cooking sessions and activities using food, including identification of the specific foods and ingredients involved.
- a general use EpiPen will be stored at the school canteen, office and in the yard duty bag for ease of access.

Planning for off-site activities (such as camps and excursions) will include risk minimisation strategies for students at risk of anaphylaxis including ensuring:

- students at risk of anaphylaxis are appropriately supervised
- there are an appropriate number of staff trained in managing anaphylaxis
- that the teacher-in-charge of the off-site activity has immediate access to relevant students' adrenaline autoinjectors and either hard copy or electronic access to Individual Anaphylaxis Management Plans and ASCIA Actions Plans.

Assessment And Reporting

Kurrun Primary School teachers accurately assess student achievement against Achievement Standards detailed within the Victorian Curriculum for students enrolled in Years F-10. A Whole School Curriculum Plan has been developed and identifies the Learning Area across each band of schooling (2-year period) responsible for teaching and assessing the Victorian Curriculum Standards (F-10). Teaching and Learning Leaders review this document each year and adjust where necessary.

Kurrun Primary School has an assessment schedule that outlines the compulsory assessment tasks to be completed by class teachers and the dates that the results of these tasks are due each term.

Students at Kurrun Primary School will have multiple and varied opportunities to demonstrate learning and achievement. Teachers use assessment tasks that cover multiple curriculum levels to ensure that evidence of learning and growth is captured for every student.

A software app (Compass) is used to provide links between classroom learning and home through a digital platform.

Within the Department's [Framework for Improving Student Outcomes \(FISO 2.0\)](#) 'Assessment' is identified as one of 5 core elements that reflect the evidence of what makes the most difference to student outcomes. Kurrun Primary School has aligned the design and delivery of school-based assessment to FISO 2.0.

Assessment Strategies

- Teachers at Kurrun Primary School use a combination of formative assessment for learning (to focus feedback and guide future learning) and summative assessment of learning (to determine what the student has learned at the end of a sequence of learning), alongside peer assessment, student self-assessment and reflection.
- Assessment is used in an ongoing way, to guide future lessons and learning, as well as to keep students and parents informed of student progress.
- Teachers will use a variety of assessment strategies to gather evidence about student achievement. The assessments may include, but are not limited to, tests and assignments, projects, portfolios, performances, discussions or student-teacher conferences.
- Assessment tasks are developed to support students to show their knowledge, skills and understandings and will include clear instructions, relevant supporting documents (scaffolds, planning documents, etc) and allow sufficient time for completion. Teachers will make modifications to the task to cater for students with additional learning needs.
- Kurrun Primary School, in consultation with the Student Support Group (SSG), will develop Individual Education Plans (IEPs) for students who are part of the Program for Students with a Disability (PSD), Koorie students and students in 'Out of Home' care, in consultation with students, parents and where appropriate, with outside agencies.
- Student progress towards the IEP Learning Goals is assessed by the classroom teacher/s at the end of each semester. The IEP report is completed and shared at the following Student Support Group (SSG) meeting.
- Teachers will assess the achievements of students with disabilities and impairments in the context of the Victorian Curriculum and the 'Towards Foundation Level Victorian Curriculum' where applicable.

Feedback on Assessment

Throughout a unit of work and across a semester, students will receive feedback on their progress towards, and achievement of, the key knowledge, skills and understandings of the unit.

Students will receive feedback about their current learning and areas for future learning in a timely ongoing manner for all areas of learning and development. Students will be provided the opportunity to reflect on their individual goals, gather evidence to ascertain achievement and set new ones to drive future learning.

Modes of feedback include but are not limited to:

- one on one conferencing
- whole class discussion about common errors and misconceptions
- anecdotal 'on the spot' verbal feedback
- written comments
- completed assessment rubrics
- peer-assessment
- self-assessment.

Where possible, staff will participate in cross marking of assessment tasks (moderation) involving assessment rubrics and work samples so that staff can apply consistent judgements of student progress against Victorian Curriculum F-10 Achievement Standards across the school.



Reporting to Parents

Kurrun Primary School ensures that there is continuous sharing of assessment information formally and informally with parents/carers throughout the term/semester, including through twice-annual formal reporting.

Kurrun Primary School will provide two written reports to parents/carers per year. The report will be in a written format easy for parents/carers to understand and will be accessible in digital form with the option to translate text from English to another language, to cater to our school community.

- Kurrun Primary School will report directly against the [Victorian Curriculum F-10 Achievement Standards](#), including the Victorian [Curriculum F-10 EAL Achievement Standards](#).
- Both student achievement and progress will be included in the report.
- Achievement and progress will be shown along a continuum, including the student's current teacher judgment (assigned as a score) for every curriculum area taught over the semester and progress will be shown from the last time that curriculum area was reported on.
- A five-point scale will be used when reporting on student achievement and progress:
 - o An age-related five-point scale, where the quality of a student's achievement against what is 'expected' for students of that year level at the time of reporting, will be used for reporting against the achievement standards in English, Mathematics and Science (where applicable).
 - o Kurrun Primary School will use either a learning goals scale or a learning dimensions scale for other areas of the curriculum.
- Opportunities will be provided for parents/carers and students to discuss the school report with teachers and/or school leaders.
- Reports will be kept at the school for the time periods specified by the Department.

Parent-teacher interviews, conducted twice-yearly, enable the opportunity to discuss the students' progress and how they can continue to be supported at home. Interpreting services will be made available for where required.

The school community will be informed of student learning outcomes data via the Annual Report.

Asthma

Asthma is a long term lung condition. People with asthma have sensitive airways in their lungs which react to triggers, causing a 'flare-up'. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow and there is more mucus. This makes it hard to breathe. An asthma flare-up can come on slowly (over hours, days or even weeks) or very quickly (over minutes). A sudden or severe asthma flare-up is sometimes called an asthma attack.

If a student diagnosed with asthma enrolls at Kurrun Primary School:

1. Parents/carers must provide the school with an Asthma Action Plan which has been completed by the student's medical practitioner. The plan must outline:
 - the prescribed medication taken by the student and when it is to be administered, for example as a pre-medication to exercise or on a regular basis
 - emergency contact details
 - the contact details of the student's medical practitioner
 - the student's known triggers
 - the emergency procedures to be taken in the event of an asthma flare-up or attack.
2. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
3. Kurrun Primary School will keep all Asthma Action Plans:
 - in the Sick Bay
 - in staff offices within the Learning Neighbourhoods
4. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
 - how the school will provide support for the student
 - identify specific strategies
 - allocate staff to assist the student

Any Student Health Support Plan will be developed in accordance with Kurrun Primary School's Health Care Needs Policy.

5. If a student diagnosed with asthma is going to attend a school camp or excursion, Kurrun Primary School parents/carers are required to provide any updated medical information.

6. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.

7. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) at the beginning of the school year.

Student Asthma Kit

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one)

Student asthma kits will be stored in the Sick Bay.

Asthma Emergency Response Plan

If a student is:

- having an asthma attack
- difficulty breathing for an unknown cause, even if they are not known to have asthma

School staff will endeavour to follow the Asthma First Aid procedures outlined in the Asthma Policy. School staff may contact Triple Zero "000" at any time.

Management Of Confidential Medical Information

Confidential medical information provided to Kurrun Primary School to support a student diagnosed with asthma will be:

- recorded on the student's file
- shared with all relevant staff so that they are able to properly support students diagnosed with asthma and respond appropriately if necessary.

Epidemic Thunderstorm Asthma

Kurrun Primary School will be prepared to act on the warnings and advice from the Department of Education and Training when the risk of epidemic thunderstorm asthma is forecast as high.



Attendance

At Kurrun Primary School, we strive to ensure that every student achieves high levels of learning and wellbeing. To enable this, it is essential that students attend school, on time, every day. If student miss school regularly or are late, they can miss out on vital skills that set them up for success. It is not just every day that counts, but every minute counts.

When students are unexpectedly absent, parents/carers are asked to please notify school via Compass as soon as possible.

Illness

Unfortunately, from time to time, children become unwell and are unable to attend school. If your child is going to experience an extended absence due to illness or injury, we ask that parents/carers contact the school to ensure we work together to minimise the impact on the child's learning and wellbeing.

Family holidays

Families encouraged to plan family holidays for times outside the school term. When going on holiday during school term, please talk to your child's teacher in advance to develop an absence plan.

"Day Off"

Students taking general "days off" are highly discouraged as they have the potential to impact on a child's progress at school and could also send the message to the student that education is not highly valued.

School refusal

School refusal is a potentially serious situation where a child avoids or refuses to attend school. Please speak to us as soon as possible if you experience difficulties getting your child to come to school.

If your child is absent

- Please record on Compass
- Any issues recording an absence on Compass, please contact the school
- For extended absences we will work in partnership to minimise impact on the child's learning and wellbeing

Attendance tips for parents/carers

- Act early if you have any concerns by contacting the school
- Remember that every day counts
- There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes and their social connectedness
- Talk positively about school and the importance of attending every day
- Open and prompt communication with your child's school about all absences is a good idea
- Avoid making routine medical and dental appointments during the school day or planning family holidays during the term

Late arrivals

Students not in the classroom at the scheduled start time of 9:00am, and who subsequently arrive, are considered a late arrival. It is a requirement of all late arrivals that they attend Administration to sign in and collect a late pass to hand their teacher.

Early departures

An early departure is when a child needs to leave school with an authorised person (usually parent/carer) prior to the scheduled dismissal time. A parent/carer who needs to collect a child before dismissal should attend Administration to sign out the child. Any student required to depart early will be collected from Administration (collection from classrooms is not permitted). Where possible, it is highly recommended that parents/carers inform their child's teacher or Administration in advance.

Camps And Excursions

Camps and excursions can provide a valuable educational experience for our students which are complementary to their learning, as they provide access to resources, environments and expertise that may not be available in the classroom. In addition, camps and excursions provide an opportunity to further strengthen relationships in a different context.

For all camps and excursions, including adventure activities, our school will follow the Department's Policy and Advisory Library: [Excursions](#).

Camps, Sports And Excursions Fund (CSEF)

The CSEF provides payments to assist eligible families to cover the costs of camps, sporting activities and excursions. To be eligible for CSEF, two criteria must be met:

- The parent or carer must be the beneficiary of a financially means-tested card such as a Health Care Card (list of eligible cards are listed at <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>)
- The student must be of school age and attend a Victorian school

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.

Please contact our Business Manager at Kurrun.ps@education.vic.gov.au if you believe you may be eligible for CSEF.

Child Safety

Kurrun 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, 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. We encourage all community members to become familiar with our Child Safety and Wellbeing Policy which demonstrates our school's commitment to creating and maintaining a child safe and child-friendly organisation, where children and young people are safe and feel safe.

Communication

Kurrun Primary School utilises as its Student Management System which includes tools to communicate with parents and carers. At the beginning of the school year families will receive information on how access the Compass platform.

Other communication tools/forms that will be utilised by staff at Kurrun Primary School when communication with families and the broader community include:

- Community Bulletin
- School Facebook Page
- School Website
- Email
- Formal letters
- Phone calls
- Formal and informal meetings (including Parent Teacher Interviews)
- School Assemblies



Kurrun Primary School staff will limit communication to the hours of 8:00am to 5:00pm school days unless it is regarding an urgent matter or a Compass post reminding families of an event.

It is a requirement for school community members that all communication with staff is done in a respectful manner (please see Respect for School Staff).

Complaints

Kurrun Primary School welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- be considerate of each other's views and respect each other's role
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy
- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.

Preparation for raising a concern or complaint

Kurrun Primary School encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and Kurrun Primary School (see "Further Information and Resources" section below).

Support person

You are welcome to have a support person to assist you in raising a complaint or concern with our school. Please advise us if you wish to have a support person to assist you, and provide their name, contact details, and their relationship to you. To ensure families are able to engage positively and fully with the school, the school can arrange for translation services to be made available to families where needed or requested.

Raising a concern

Kurrun Primary School is always happy to discuss with parents/carers and community members any concerns that they may have. Concerns in the first instance should be directed to your child's teacher. Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.

Making a complaint

Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Principal or Assistant Principal.

If you would like to make a formal complaint, in most cases, depending on the nature of the complaint raised, our school will first seek to understand the issues and will then convene a resolution meeting with the aim of resolving the complaint together. The following process will apply:

1. Complaint received: Please either email, telephone or arrange a meeting through Administration with the Assistant Principal or Principal, to outline your complaint so that we can fully understand what the issues are. We can discuss your complaint in a way that is convenient for you, whether in writing, in person or over the phone.
2. Information gathering: Depending on the issues raised in the complaint, the Principal or Assistant Principal may need to gather further information to properly understand the situation. This process may also involve speaking to others to obtain details about the situation or the concerns raised.
3. Response: Where possible, a resolution meeting will be arranged with the Assistant Principal or Principal to discuss the complaint with the objective of reaching a resolution satisfactory to all parties. If, after the resolution meeting, we are unable to resolve the complaint together, we will work with you to produce a written summary of the complaint in the event you would like to take further action about it. In some circumstances, the Principal may determine that a resolution meeting would not be appropriate. In this situation, a response to the complaint will be provided in writing.

4. Timelines: Kurrun Primary School will acknowledge receipt of your complaint as soon as possible (usually within two school days) and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, Kurrun Primary School may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a resolution meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, Kurrun Primary School will consult with you and discuss any interim solutions to the dispute that can be put in place.

Please note that unreasonable conduct (e.g. vexatious complaints) may need to be managed differently to the procedures in this policy.

Resolution

Where appropriate, Kurrun Primary School may seek to resolve a complaint by:

- an apology or expression of regret
- a change of decision
- a change of policy, procedure or practice
- offering the opportunity for student counselling or other support
- other actions consistent with school values that are intended to support the student, parent and school relationship, engagement, and participation in the school community.

In some circumstances, Kurrun Primary School may also ask you to attend a meeting with an independent third party, or participate in a mediation with an accredited mediator to assist in the resolution of the dispute.

Escalation

If you are not satisfied that your complaint has been resolved by the school, or if your complaint is about the Principal and you do not want to raise it directly with them, then the complaint should be referred to the South Eastern Victoria Region by contacting 1300 338 738 or sevr@education.vic.gov.au.

Kurrun Primary School may also refer a complaint to South Eastern Victoria Region if we believe that we have done all we can to address the complaint.

For more information about the Department's parent complaints process, including the role of the Regional Office, please see: [Raise a complaint or concern about your school](#).

Digital Learning

The use of digital technologies is a mandated component of the Victorian Curriculum F-10. Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Kurrun Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Digital technologies are a valuable tool in building 21st Century competencies as well as:

- engaging students as owners of their learning
- supporting the concept of anywhere, anytime learning
- connecting parents with their child's learning
- personalising learning to meet the needs of all students.

Our school's vision is to empower students to make safe and appropriate independent choices about how they utilise digital technologies to learn, communicate, problem solve and achieve goals, anywhere, anytime as happy, healthy and connected members of society.

Dogs At School

Assistance Dogs

Kurrun Primary School understands its obligations under the Disability Discrimination Act 1992 (Cth) and the Equal Opportunity Act 2010 (Vic) and will make reasonable adjustments for members of our school community with a disability who require an 'assistance animal' to help alleviate the effects of their disability. Assistance animals are permitted to attend our school with their handler. Our school Principal can lawfully ask a person to produce evidence that an animal:

- is trained specifically to assist a person to alleviate the effects of a disability (e.g., seeing eye dogs, hearing and physical assistance dogs)
- meets standards of hygiene and behaviour appropriate for a school environment.

We understand that in some circumstances, students may require an assistance animal to attend school to help them to participate in their educational program. Kurrun Primary School will consider a request by a student with a disability to allow an assistance animal to attend school with them on a case-by-case basis. If you would like to discuss this further, please contact Administration.

Pet Dogs

Kurrun Primary School is not a public place, and our principal has the authority to permit or decline entry to school grounds and impose conditions of entry.

Whilst Kurrun Primary School understands that many families in our school community keep dogs as pets, to ensure that our school remains a safe and inclusive place for everyone, pet dogs are not permitted on school grounds unless prior permission is sought from and granted by the Principal.

Our school community is diverse, and may include people that are allergic or uncomfortable around dogs. We are also conscious of the health hazards that may be posed by dogs. We ask that families please leave their pet dogs at home or safely tether them outside school grounds, away from school gates, when attending our school or school events.

Stray Dogs

Unaccompanied or stray dogs sighted at our school should be reported immediately to Administration. School staff will contact municipal authorities and/or Victoria Police for assistance in managing and removing a stray dog from school grounds, and ensure staff and students remain safe at school.

First Aid

From time to time Kurrun Primary School staff might need to administer first aid to students at school or school activities.

Parents/carers should be aware that the goal of first aid is not to diagnose or treat a condition.

Care for ill students

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the Sick Bay and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

Sick Bay

Our school follows the Department's policy and guidance in relation to our Sick Bay to ensure it is safe, hygienic and appropriately equipped: [First aid rooms and sick bays](#).

First Aid Management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero "000" for emergency medical services at any time.
- Staff may also contact NURSE-ON-CALL (on 1300 60 60 24) in an emergency. NURSE-ON-CALL provides immediate, expert health advice from a registered nurse and is available 24 hours a day, 7 days a week.
- If first aid is administered for a minor injury or condition, Kurrun Primary School will notify parents/carers via Compass or phone call as needed.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.
- Whenever first aid treatment is administered to a student resulting from a student incident, injury or illness, Kurrun Primary School will:
 - o record the provision of first aid treatment on Compass.
 - o if care was provided in response to a medical emergency or reportable incident, follow the [Department's Reporting and Managing School Incidents Policy](#), including reporting the incident to the Department's Incident Support and Operations Centre on 1800 126 126 where required to under that policy.

In accordance with Department of Education and Training policy, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury. For further information refer to the Department's Policy and Advisory Library: [Medication](#)

Homework

At Kurrun Primary School all homework set by teachers will be:

- purposeful
- curriculum-aligned
- appropriate to students' skill level and age
- designed to help students develop as independent learners
- monitored by the teacher
- where appropriate, provide opportunities for parents/carers to partner in their child's learning.

The types of homework that teachers at Kurrun Primary School will include are:

- completing consolidation exercises directly related to learning taking place at school
- completing science investigation exercises
- making or designing an artwork
- practising skills being learnt at school
- reading background material for a subject
- reading English texts prior to class discussion
- reading for pleasure
- researching topics associated with set class work
- revising/preparing for tests
- applying new skills to home context such as:
 - o planning and cooking food, including following a recipe
 - o helping to plan a day trip or holiday, including timings, directions and costs
 - o growing plants
 - o reviewing their favourite film or book
 - o writing a diary entry
- engaging with parents in learning activities such as:
 - o rehearsing a presentation with parent/carers, and seeking their feedback
 - o interviewing a family member as part of a research project.



Inclusion And Diversity

Kurrun Primary School strives to provide a safe, inclusive and supportive school environment which values the human rights of all students and staff.

Kurrun Primary School is committed to creating a school community where all members of our school community are welcomed, accepted and treated equitably and with respect regardless of their backgrounds or personal attributes such as race, language, religious beliefs, gender identity, disability or sexual orientation so that they can participate, achieve and thrive at school.

Kurrun Primary School acknowledges and celebrates the diversity of backgrounds and experiences in our school community and we will not tolerate behaviours, language or practices that label, stereotype or demean others. At Kurrun Primary School we value the human rights of every student and we take our obligations under anti-discrimination laws and the Charter of Human Rights and Responsibilities seriously.

Kurrun Primary School will:

- actively nurture and promote a culture where everyone is treated with respect and dignity
- ensure that students are not discriminated against (directly or indirectly) and where necessary, are reasonably accommodated to participate in their education and school activities (e.g. schools sports, concerts) on the same basis as their peers
- acknowledge and respond to the diverse needs, identities and strengths of all students
- encourage empathy and fairness towards others
- challenge stereotypes that promote prejudicial and biased behaviours and practices
- contribute to positive learning, engagement and wellbeing outcomes for students
- respond to complaints and allegations appropriately and ensure that students are not victimised
- promote the cultural safety of Aboriginal and Torres Strait Islander children
- promote the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promote the safety of children with a disability.

Kurrun Primary School ensures that all students are actively engaged in learning with their peers, have equitable access to learning and achievement, and are welcomed, valued and supported in the school. In our approach to diversity and inclusion, Kurrun Primary School promotes the development of a strong sense of belonging and connectedness, as well as high expectations for all.

Kurrun Primary School is committed to having a strong and vibrant learning environment that celebrates diversity and is committed to ensuring the achievement and participation of all students. Education for all acknowledges that some children and their families have intersecting identities or additional needs that schools may need to take into consideration. These identities may relate to:

- having a disability or additional learning needs
- gender identity
- sexual orientation
- being an Aboriginal or Torres Strait Islander person

- race
- cultural identity
- speaking a language other than English
- social factors
- economic factors
- experience of abuse, neglect or family violence.

Bullying, unlawful discrimination, harassment, vilification and other forms of inappropriate behaviour targeting individuals or groups because of their personal attributes will not be tolerated at Kurrun Primary School. We will take appropriate measures, consistent with our Student Wellbeing and Engagement and Bullying Prevention policies to respond to students who demonstrate these behaviours at our school.

Students who may have experienced or witnessed this type of behaviour are encouraged to speak up and to let their teachers, parents or carers know about those behaviours to ensure that inappropriate behaviour can be addressed.

Reasonable Adjustments For Students With Disabilities

Kurrun Primary School also understands that it has a legal obligation to make reasonable adjustments to accommodate students with disabilities. A reasonable adjustment is a measure or action taken to assist students with disabilities to participate in their education on the same basis as their peers. Reasonable adjustments will be made for students with disabilities in consultation with the student, their parents or carers, their teachers and if appropriate, their treating practitioners. Our school may consult through Student Support Group processes and in other less formal ways. For more information about support available for students with disabilities, and communicating with us in relation to a student's disability, please refer to our school's Student Wellbeing and Engagement Policy or contact the Assistant Principal for further information.



Learning And Wellbeing

The development of the learning environment at Kurrun Primary School is guided by the Kurrun Primary School’s Learning and Wellbeing Framework.



Kurrun Primary School implements evidence-informed learning and wellbeing programs to support students in making high levels of growth, every day. High levels of learning and wellbeing are seen as being central to students becoming empowered and inspired interdependent contributors to their community.

Kurrun Primary School has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour, and respectful relationships for all students in our school. We recognise the importance of students developing a strong sense of school connectedness and belonging and maintaining a culture of inclusion in supporting high levels of engagement and wellbeing. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

Learning

Kurrun Primary School is committed to providing a safe, orderly, supportive and stimulating learning environment that empowers and inspires students to become interdependent contributors to their community.

Kurrun Primary School will deliver Victorian Curriculum Levels F-10 (inclusive of Levels A-D). The school ensures student learning is personalised, student-directed and focussed on meeting student academic, social, emotional, physical and creative needs. Students engage in a broad range of learning opportunities that are planned and taught sequentially. The learning and teaching program is evidence-based, precise, high-quality and consistent across the school. This is supported by the embedding of ongoing professional cycles of inquiry into the impact of professional practice on student outcomes.

There are high expectations for all students and staff, and this is reflected in the feedback culture of the school. Students are continuously challenged and supported in their learning with a feature of student learning being student voice, agency and leadership. Student progress is continuously monitored at a whole-school, cohort, class and individual level. The information collected at each of these levels is used to provide feedback to staff and students on progress, inform future learning foci and evaluate the impact of practice on student outcomes.

To support high quality delivery of the curriculum at Kurrun Primary School we use a wide range of evidence-based assessments and educational resources to best meet the needs of our learners. We utilise suitable educational resources to enhance classroom learning and home learning opportunities. Our English as a second language students are supported through our EAL program.

Kurrun Primary School has developed a program that ensures all the learning areas are substantially address across the year levels and bands of schooling.

- Kurrun Primary School’s F–Year 2 learning program provides:
- a structured teaching and learning program in English and Mathematics at each year level
 - substantial attention to Health and Physical Education, The Arts and Personal and Social Capability
 - a Language program (Auslan)
 - a Science program
 - an Inquiry program encompassing Humanities and Technologies.

- Kurrun Primary School’s Year 3–4 learning program provides:
- a structured teaching and learning program in English, Mathematics and Science at each year level
 - substantial attention to Health and Physical Education
 - an Arts program, including all five Arts disciplines
 - a Language program (Auslan)
 - a Science program (including physics, chemistry and biology)
 - an Inquiry program encompassing Humanities and Technologies.

Kurrun Primary School's Year 5-6 learning program provides:

- a structured teaching and learning program in English, Mathematics and Science at each year level
- substantial attention to Health and Physical Education
- an Arts program, including all five Arts disciplines
- a Language program (Auslan)
- a Science program (including physics, chemistry and biology)
- an Inquiry program encompassing Humanities and Technologies.

Wellbeing

Kurrun Primary School has developed a range of strategies to promote engagement, an inclusive and safe environment, positive behaviour, and respectful relationships for all students in our school. We recognise the importance of students developing a strong sense of school connectedness and belonging and maintaining a culture of inclusion in supporting high levels of engagement and wellbeing. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

Kurrun Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Kurrun Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers
- feedback and formal reports from allied health providers



Medication Administration

If a student requires medication, Kurrun Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, Kurrun Primary School understands that students may need to take medication at school or school activities. To support students to do so safely, Kurrun Primary School will follow the procedures set out in this policy.

Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
 - o the name of the medication required
 - o the dosage amount
 - o the time the medication is to be taken
 - o how the medication is to be taken
 - o the dates the medication is required, or whether it is an ongoing medication
 - o how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact Administration for a Medication Authority Form.

Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the Principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
 - the student receives their correct medication
 - in the proper dose
 - via the correct method (for example, inhaled or orally)
 - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
 - is informed that the student needs to receive their medication
 - if necessary, release the student from class to obtain their medication.

Mobile Phones And Similar Devices – Student Use

Kurrun Primary School understands that students may bring a personal mobile phone or similar device to school, particularly if they are travelling independently to and from school. In accordance with the Department's [Mobile Phones – Student Use Policy](#), students' personal mobile phones and other personal mobile devices, including smart-watches, must not be used at Kurrun Primary School during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

At Kurrun Primary School:

- Students who choose to bring mobile phones to school must have them switched off and securely stored at Administration during school hours
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)
- When emergencies occur, parents or carers should reach their child by calling the school's office.

Secure storage

Mobile phones owned by students at Kurrun Primary School are considered valuable items and are brought to school at the owner's (student's or parent/carer's) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Kurrun Primary School does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Department's [Claims for Property Damage and Medical Expenses policy](#).

Where students bring a mobile phone to school, Kurrun Primary School will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Kurrun Primary School students are required to store their phones by handing them into the school administration office to be placed in lockable storage.

Enforcement

Students who use their personal mobile phones inappropriately at Kurrun Primary School may be issued with consequences consistent with our school's existing student engagement policies including Student Wellbeing and Engagement and Bullying policies.

Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
 - o Health and wellbeing-related exceptions; and
 - o Exceptions related to managing risk when students are offsite.
- can be granted by the Principal, or by the teacher for that class, in accordance with the Department's [Mobile Phones – Student Use Policy](#).

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

Camps, excursions and extracurricular activities

Kurrun Primary School will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

Outside School Hours Care

DS Sports is the third party provider of Outside School Hours Care (OSHC) at Kurrun Primary School and provides before school, after school, Curriculum Day and holiday care. DS Sports operates its OSHC service in the school's Performing Arts room in the Community Hub.

For enquiries or expressions of interest, parents/carers can contact DS Sports via phone (0479 125 796) or email (admin@sportsptyltd.org).

Operation Hours (Monday–Friday)

Before Care – 6:30am until 8:45 am

After Care – 3:15 pm until 6:30 pm

Parent Payments

In Victorian Government schools, instruction is provided to all eligible students for free. In addition, schools can request voluntary financial contributions towards the cost of schooling. The School Council is responsible for requesting contributions and determining how the contributions will be spent. In Term 4 of each year, parents/carers will receive information regarding the following year's voluntary financial contributions and payments.

The payment of contributions is completed via Compass. In 2025, payments will open from the beginning of the school year.

Parent/Carer Partnerships

Staff at Kurrun Primary strive to work in partnership with families to continuously improve outcomes for each and every student. Effective partnerships are based on trust, mutual respect and a commitment to supporting students. There are a number of ways parents/carers can work in partnership with the school, including:

- Working in partnership around their child's learning and wellbeing
- School Council
- Volunteering
- Attendance and/or involvement in community events

Personal Property

Kurrun Primary School understands that students may sometimes like to bring items of personal property to school.

The Department of Education and Training does not have insurance for personal property students or visitors. Kurrun 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.

Kurrun Primary School encourages students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students bring items of value to school, they will be confiscated and stored securely at Administration until the end of the day, when the items may be collected by the student and/or parent.

Respect For School Staff

Staff at Kurrun Primary School, including teachers, education support staff, office staff, the Assistant Principal and Principal are committed to providing a positive and supportive learning environment for all our students. Our staff take their work very seriously and feel privileged to be able to play an important role in each child's education.

Parents/carers and visitors to our school also have an important role to play in fostering a safe and inclusive environment for the entire school community.

Respectful behaviours within the school community

All staff at Kurrun Primary School have a right to a safe and supportive work environment, and we expect that parents/carers and visitors behave in an appropriate and respectful manner at all times.

The Department of Education and Training has outlined expectations on parent/carer behaviour within Victorian government school communities in the [Respectful Behaviours within the School Community Policy](#).

Unacceptable behaviours

When parents and carers engage in unacceptable behaviours against a staff member of another member of the school community, this can affect their health, safety and wellbeing.

Unacceptable behaviours include, but are not limited to:

- being violent or threatening violence of any kind, including physically intimidating behaviour such as aggressive hand gestures or invading another person's personal space
- speaking or behaving in a rude, aggressive or threatening way, either in person, via email, social media, or over the telephone
- sending demanding, rude, confronting or threatening letters, emails or text messages
- discriminatory or derogatory comments
- the use of social media or public forums to make inappropriate or threatening remarks about the school, staff or students.

At the Principal's discretion, unacceptable behaviour may be managed by:

- requesting that the parties attend a mediation or counselling sessions
- implementing specific communication protocols
- written warnings
- conditions of entry to school grounds or school activities
- exclusion from school grounds or attendance at school activities
- reports to Victoria Police
- legal action

The Principal may also seek support from Department of Education and Training staff when managing unacceptable parent or carer behaviour.

Respectfully raising complaints

We welcome complaints from parents and carers if they are communicated in a respectful and constructive way. Complaints and concerns raised with us can help our school community by providing feedback to improve how our school operates.

When raising a complaint or concern with us, Kurrun Primary School expects all members of our community to act consistently with this policy, our Statement of Values and School Philosophy and the Department's [Respectful Behaviours within the School Community Policy](#).

For information on how to raise a complaint or concern with our school, refer to our Kurrun Primary School Complaints Policy.

The [Family Engagement in Learning](#) is also a useful Department resource outlining how parents and carers can best engage with schools to provide feedback, suggestions and complaints.

School Council

The role of a School Council centres around oversight and setting the broad direction of a school. In doing this, a school council can directly influence the quality of education that the school provides for its students.

A School Council is made up of people who are eligible in at least one of three categories:

- Parent Member Category
- Community Member Category
- School Employee Category

Members of the current Interim School Council are:

- Sweta Patel – President
- Shayna Raval – Vice President
- Sukbir Kaur
- Rebecca Bond
- Emma Laird
- Supriya Sharma
- Ryan Jacobs
- Megan Ryan
- Sal Murgana
- Gavan Hughes

In Term 1 each year, half of the positions on School Council become vacant and an election and co-option process takes place to form the school's new School Council. At this time a Notice of Election and Call for nominations is issued to the school community.



Student Food And Drink

Kurrun Primary School promotes healthy eating for all students. During learning time students have access to water via their personal drink bottle and there is also a fresh fruit/vegetable break time in the morning session. Students are provided dedicated eating time before break times and students who do not finish eating during this time are able to finish their food at the undercover tables outside the canteen.

In order to provide a safe and inclusive environment for all students, the sharing of food or drink between students is not permitted. Where students are participating in cooking sessions or activities involving food, parents/carers will be informed of this prior to it taking place.

Kurrun Primary School is committed to operating in an environmentally sustainable manner. Part of this is objective to minimise waste. Families are encouraged to provide students with food for the school day that keeps waste to a minimum.

Student Birthday Celebrations

Birthdays represent a special time of the year in children's lives. At Kurrun Primary School each student's birthday appropriately recognised and celebrated by their class. In the interests of inclusion and safety for all students, it is asked that parents/carers do not send items, including foods such as cake, to school to share.

Student Supervision

Kurrun Primary School's grounds are supervised by school staff from 8:45am until 3:30pm. Outside of these hours, school staff will not be available to supervise students. Parents and carers are advised that they should not allow their children to attend Kurrun Primary School outside of these hours. Where families require supervision outside 8:45am to 3:30pm, they are encouraged to contact our OHSC provider or the Administration for more information about the before and after school care facilities available to our school community.

Before and after school, school staff will supervise the Flanagan Avenue and Allsburg Avenue entrances to the school and the Central Plaza.

If a student arrives at school before supervision commences at the beginning of the day, the Principal or nominee staff member will, as soon as practicable, follow up with the parent/carer to:

- advise of the supervision arrangements before school
- request that the parent/carer make alternate arrangements.

If a student is not collected before supervision finishes at the end of the day, the Principal or nominee staff member will consider whether it is appropriate to:

- attempt to contact the parents/carers
- attempt to contact the emergency contacts
- place the student in an out of school hours care program (if available and the parent consents)
- contact Victoria Police and/or Child Protection to arrange for the supervision, care and protection of the student.

Student Dress Code

The student dress code and related student uniform has been developed by Kurrun Primary School's School Council in consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Kurrun Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The Kurrun Primary School Council has identified Noone as the school's preferred uniform provider.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families. Student uniform is compulsory for all students and allows for parent/carer choice in whether students wear the academic uniform or sports uniform on any particular day. The full list of Kurrun Primary School's compulsory school uniform items are as follows:

- School shirt with school logo (long sleeved or short sleeved)
- School polo shirt with school logo (long sleeved or short sleeved)
- School summer dress
- School knitted jumper with school logo
- School cardigan with school logo
- School softshell jacket with school logo
- School fleece jumper with school logo
- School hat with school logo
- School tunic (under development)
- School backpack with school logo
- School winter tunic
- School beanie
- School scarf
- Black pants
- Black trackpants
- Black shorts
- Black skort
- Black skirt
- Plain black or white socks – no branding
- Black stockings – only when wearing either school tunic, black skort or black skirt
- Black or white shoes suitable for the activities at school (Open toed shoes, sandals or thongs are not permitted for safety reasons).

Optional items:

- Head scarves and turbans plain black
- Hair ties in school colours (Black, white or dark green)

Uniform items can be purchased from Noone at One Centre Square Officer, Shop 6, 45 Siding Avenue, Officer, or parents may order it directly from <https://www.noone.com>.



Support for families experiencing difficulty

Please contact the Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>.

Parents/carers may apply in writing to the Principal for an exemption to Student Dress Code. Applications for exemption will be considered if:

- an aspect of the code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular economic hardship that prevents them from complying with the dress code.

General appearance

While at school, travelling to or from school or participating in school activities, Kurrun Primary School students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden.

Jewellery and cosmetics

Students are not permitted to wear decorative jewellery to school. Stud earrings and sleepers worn in the ears, and watches, are the only acceptable jewellery. Cosmetics (including nail polish) may not be worn at school.

Hair and Sun safety

Shoulder length or longer hair is to be tied back to help restrict the spread of nits and lice and for student safety. Students must not wear "unnatural" hair colours to school (ie bright purple would be considered an unnatural hair colour).

School uniform hats must be worn outside from mid-August (exact date to be set by the school annually) to 30 April and on any other day prescribed by the school. School uniform hats may also be worn outside of this time period, by parent or student choice. Hats are not to be worn inside.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

Transition

Kurrun Primary School conducts a number of transition activities to support students transitioning into the school. Transition activities include:

- Parent Information Sessions
- Student Transition Sessions
- Kinder Visits
- Transition Learning Development Statements
- School-wide student induction program titled 'Taking Off!'

Travelling To And From School

Traffic Management

Cardinia Shire is the authority responsible for traffic management measures around Kurrun Primary School. As part of this the Cardinia Shire determines the placement of School Crossings and other traffic management measures.

Walking or Riding (bike, scooter, skateboard)

Walking or riding to school is a great way for students to incorporate physical activity into their day to day lives. For everyone's safety, it is important that all students who walk or ride to school follow the relevant road rules and, where possible, use School Crossings. Pedestrian access to the school is available via Flanagan Avenue and Allsburg Avenue, with the bike enclosure located near the Flanagan Avenue entrance. All students who choose to ride to school are required to wear a helmet and must walk their bike, scooter or skateboard when on school grounds.

By car

Street parking is available on Campanella Avenue, Flanagan Avenue and Allsburg Avenue. These parking spots are clearly marked for drivers. Parking in the Staff Carpark is not permitted unless prior permission has been granted by the Principal. Cardinia Shire's local laws officers, along with Victoria Police, regularly patrol the area to maintain a safe and respectful environment for all of the community.

Visitors – Parents/Carers

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for specific school events (e.g. parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school. Our school maintains and provides office staff with a list of restricted parents/carers which may include identifying photographs and any other information as required depending on the level of risk posed.



Volunteers

Kurrun Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Volunteers at Kurrun Primary School are highly valued for their capacity to significantly contribute to the school community in improving outcomes for students. Volunteers also have an important role to play in developing a strong sense of belonging and school connectedness.

The procedures set out below are designed to ensure that Kurrun Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Becoming a volunteer

Members of our school community who would like to volunteer are encouraged to contact Administration. In addition, there will be times where Kurrun Primary School actively seeks volunteers, via Compass, for identified projects and potential volunteers will be encouraged to notify Administration of their interest. Information sessions will be held covering the processes for becoming a volunteer, WWCC requirements, volunteer roles and expectations and volunteer agreements. These sessions will be held as required throughout the year.

COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

Suitability checks including Working with Children Clearances

Working with students

Kurrun Primary School values the many volunteers that assist in our learning spaces, with sports events, camps, excursions and other school events and programs. To ensure that we are meeting our legal obligations under the Worker Screening Act and the Child Safe Standards, Kurrun 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 reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Kurrun Primary School is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to Administration for verification in the following circumstances:

- 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.
- 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
- Parent/community School Council members sitting on School Council

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for gardening, maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have WWC Clearances or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Kurrun Primary School reserves the right to undertake suitability checks, including requiring proof of identity and WWC Clearance, at its discretion if considered necessary for any particular activities or circumstances.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when there is a student sitting on the School Council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Clearance.

Training and induction

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, Kurrun Primary School may also require volunteers to complete additional child safety training.

Management and supervision

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety and Wellbeing Policy, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The Principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The Principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer at Kurrun Primary School.

