

Parent Handbook

JANUARY 2017

SCHOOL – COMMUNITY

The Bute Primary School was formed in Aug 1886 in a tin building east of the residence building currently on school block, listed as a public school in 1894, and celebrated it's Centenary in Aug. 1986. The original parent body was called a "Board of Advice".

This booklet has been produced to give parents current information about the day to day running of the school. It is in two parts – section one includes General Information with section two covering Policies and Procedures.

If you require further information, please direct your enquiries to any staff member.

It is a schools requirement that all visitors must sign in at the front office before proceeding with their business, and sign out as they leave.

There are two parent bodies:

GOVERNING COUNCIL (2017)

Office Bearers

Chairperson	-	Michelle Trengove
Secretary	-	Jacky Ritter
Finance Officer	-	Karen Green

PARENT CLUB (2017)

Office Bearers

President	-	Renee Hewett
Secretary	-	Lauren Krieg

(Parent Club meets each month as advised in the Newsletter)

These groups represent the school community and act in the best interests of the children, school and parents, and do this by active parent participation.

Community members are invited to attend meetings and are free to express their opinion. Voting at Governing Council meetings is restricted to the elected councillors, with Parent Club voting open to all those who attend.

The Annual General Meetings of both groups are held in Term 1 each year.

CONTENTS

SECTION ONE

School Community
Parent Bodies
Staff
School Map
Accidents
Attendance & Illness
Banking
Beginning School at Reception
Book Club
Charities
Children on School Grounds
Concerns
Consent Forms
Custody
Dental Clinic Service
Drinking Water
Emergency Procedures
End of Year BBQ
End of Year Function
Excursions
Hats
Homework
Insurance
LAP – Learning Assistance Programme
Library
Leaving the School Grounds
Lunches

Lost Property
Medication
Photographs
Preschool / Rural Care
Religious Education
Reporting
School Bell Times
School Bus
School Card
School Fees
School Newsletter
School Uniforms
Sending Money to School
Smoking

Special Services
Sport – Inter School
Sports Day
Student Council
Swimming / Aquatics
Transition - Kindy to school
Transition – Yr 7 to Yr 8
Use of School Facilities
Volunteers in Classrooms

SECTION TWO

Admission Policy
Behaviour Management
Decision Making Policy
Fire policy
Grievance Procedures
Video watching guidelines

The content of the Policies that cover Anti – Racism, Mandatory Reporting (Child Abuse) and Sexual Harassment, all sit within the Grievance Procedures Policy and if you require further information in these areas, please contact the school principal.

BUTE PRIMARY SCHOOL

STAFF

Principal

Mr Dave Dart

CLASS TEACHING STAFF

Reception

Mrs. Meredith Pridham / Michelaine Barker

Year 1-2-3

Ms Julie Norman / Mr Alan Derosi

Year 4-5-6-7

Mrs Tanya McCarthy

NIT Teacher

Mr Alan Derosi

SCHOOL SERVICES OFFICERS

Administration / Finance / Front Office

Mrs Pauline McCormack

Classroom Support / Library/ICT

Mrs Meredith Daniel

Classroom Support / Special Ed

Mrs Deb Taylor / Mrs Justine Koch

IT Support

Luke Wharton

GROUNDSPERSON

Mrs Lynette Bettess

CLEANER

Alert Cleaning Contract

BUTE & DISTRICT KINDERGARTEN

Early Childhood Director

Ms Claire Flowers

ACCIDENTS

In the event of an accident, your child will be assessed and first aid will be administered as necessary. If further medical attention is to be sought, parents will be informed.

Treatment provided by staff will be recorded in the schools First Aid Record Book.

ATTENDANCE AND ILLNESS

It is compulsory for all children to attend school between 6yrs and 16yrs of age. If a child is ill, you are required to send a note to the school as soon as possible. Staff will follow up unexplained absences. **A phone call on the day of absence** to let staff know would be much appreciated.

If your child is sick and needs to be taken home, a staff member will contact you.

Excursions and Sports Days are part of the normal school programme and attendance is required.

There are certain requirements concerning infectious diseases as listed below.

CONDITION

TREATMENT

Bronchitis	Exclude until the person has been given appropriate treatment and feels well.
Chickenpox & Shingles	Exclude until all lesions have crusted, with no moist sores and the person feels well.
Common Cold	Exclusion is not necessary.
Conjunctivitis	Exclude during the acute stage of the infection
Fifth Disease (Slap Face Virus)	Exclusion is not necessary.
Glandular Fever	Exclusion is not necessary.
Hand, Foot & Mouth Disease	Exclude until all blisters have dried.
Head Lice	Exclude until day after treatment has commenced.
Hepatitis A (Infectious Hepatitis)	Exclude for 1 week after the onset of jaundice or illness.
Hepatitis B & C	Exclusion is not necessary.
Herpes Simplex Type 1 (Cold Sores or fever blisters)	Exclusion is not necessary.
Human Immuno-deficiency	Exclusion is not necessary unless the person has the Virus Infection (HIV AIDS) secondary infection.
Influenza	Exclude until the person feels well.

Measles	Exclude from unimmunized persons for at least four days after the onset of the rash. Immunized contacts need not be excluded. Non-immunised contacts should be excluded for 14 days from the first day of appearance of the rash in the last case of measles reported unless they are vaccinated within 72 hrs of their contact with the index case, then they may return to school.
Meningitis (Bacterial)	Exclude until well.
Meningococcal Infection	Exclude until well.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Ringworm / Tinea	Exclude until the day after appropriate treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash.
Salmonella Infection	Exclude until diarrhoea has ceased.
Scabies	Exclude until the day after appropriate treatment.
School Sores (Impetigo)	Exclude until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.
Streptococcal Sore Throat	Exclude until the person has received antibiotic treatment including Scarlet Fever for at least 24 hours, and the person feels well.
Viral Gastroenteritis (Viral Diarrhoea)	Exclude until diarrhoea ceases.
Whooping Cough	Exclude for five days after starting antibiotic treatment.

BOOK CLUB

The school is operating the Scholastic Book Club with its 4 levels for all students.

The idea of the Book Club is to give parents the opportunity to purchase books and promote reading as a leisure activity. The order form and correct money (in a named envelope) is to be sent to the school by the designated date.

When the books arrive at the school they will be sent home with your child unless otherwise arranged.

CHARITIES

Governing Council and Parent Club support the Student Council when they organise fundraising activities throughout the year, which enables them to make donations to various charities.

CHILDREN ON SCHOOL GROUNDS

Staff will supervise bus students from the time their bus arrives in the morning, until they leave the school at the end of the day.

Children who do not travel on the bus will be supervised from 8.30am until 3.30pm and may not remain on the grounds outside of these times.

The school will not be responsible for any child on the schools outside the normal school hours.

On odd occasions, parents may need to bring their children to school earlier than the stated arrival time due to business or other urgent personal reasons. In these cases, the parent should make prior arrangement with the Principal or Class Teacher that is mutually acceptable to both.

CONCERNS

Parents are asked to deal directly with the teacher and if still concerned, then with the Principal. (Refer to Grievance Procedures in Section 2)

CONSENT FORMS

At the commencement of each school year or time of enrolment, families will be given a general consent form which will cover some local activities, photographing, internet contracts and head lice checks. Other excursions – the school will send home an envelope for signing even if there is no money to be paid.

CUSTODY

It is absolutely vital that the school be informed of all relevant information in this most sensitive area of responsibility. It is vital to keep such information up to date and also inform the school where you believe a problem may occur.

DRINKING WATER

Drinking water is provided for students on the school grounds. Each student should bring a suitable drinking utensil as drinking from the tap is unsafe and strongly discouraged. In hot weather, we recommend students bring their own cool drink in a labelled, insulated container. Regular taking of fluids during class time is encouraged.

EMERGENCY PROCEDURES

The school has documented procedures for the following emergencies -medical, bomb threat, toxic emissions, fire, siege/hostage, earthquake and flood - to be implemented by staff. These procedures are located adjacent to all phones throughout the school.

END OF YEAR FUNCTION

An end of year function will be held during Term 4 with all members of the community invited. A presentation is made to the Graduating Year 7 students, with Parent Club acknowledging those families who are finishing their time with the school community.

EXCURSIONS

Some transport costs are subsidised by the school.

No child may go on an excursion without the written consent of a parent / caregiver. On school excursions, small group ratios apply.

HATS

Each child is provided with a hat free of charge at the start of its schooling. It is a requirement that children wear their hat at all times during Terms 1 and 4 when outside. **Remember – No Hat, No Play!** Replacement hats can be purchased at SportsPower, Kadina.

HOMEWORK

The following guidelines are recommended:

Reception	-	Reading and Oral work, and on occasions written activities
Years 1, 2, 3	-	20 – 30 minutes per night
Years 4, 5, 6, 7	-	30 – 45 minutes per night

It must be noted that these are only recommendations and parent support is sought in this regard.

LIBRARY

The library is available for borrowing to all children in the school and parents are more than welcome to make use of the library resources and borrow books.

It is important that parents help their children be responsible in returning books by the due date. Parents will be asked to contribute towards the cost of replacing any lost or damaged books.

A library bag is required for Junior Primary to protect the books and keep them together.

LEAVING THE SCHOOL GROUNDS

Children may not leave the school grounds without written permission.

If you wish to collect your child during school hours, a note on that day will enable staff to make necessary arrangements for your child. Please ensure you sign out your child at the front office prior to collecting your child from their class.

LUNCHESES

Lunches may be ordered and delivered each day through the Bute Foodworks store.

A refrigerator is provided in each building for home packed lunches.

LOST PROPERTY

Each year an enormous amount of clothing is “lost”. This problem is best avoided by careful naming of all clothes. For lost property, please ask a staff member to show you the collection. At the end of each term the school disposes of uncollected clothing and other unclaimed property.

MEDICATION

If your child requires medication at school, please ensure the following guidelines are followed.

- Parents must provide the school with a management plan for any child with allergies, which **MUST be signed by both the doctor and parents.** Children on any medication (prescription or over the counter) must have a medication plan signed by the Doctor before staff will administer.
- Medication plans **must be reviewed annually.**
- It is vital that all medications are brought to the school office in their original containers. Chemists will supply a second container if asked when filling the script.
- A note with relevant dosage details needs to be provided for staff.
- Long term medication kept at the school needs to be checked and kept “**in date**”.
- The school needs to be advised of any changes to your child’s medical conditions.

It is now advised that a student needing medication 3 times a day has a dose at breakfast, after school and then at bedtime negating the need for medication to be taken at school.

PHOTOGRAPHS

School Photographs are taken each year with no obligation for families to purchase the various packs.

PRE-SCHOOL EDUCATION / RURAL CARE

Pre-school education must remain the choice of individual parents but caters for children aged 3.5 – 5yrs. It is recognised that pre-school is an important part of preparing children for the school environment, teaching them to follow instructions, discipline, as well as working together in groups. Children may spend up to 6 terms at Kindergarten. Bus travel may be negotiated.

Rural Care (long day care) program caters for children aged birth – 12yrs. The centre also offers OSHC (Out of School Hours care) program for children aged 5 – 12yrs from 8.00am – 9.00am and 3.15pm – 6.00pm, Monday to Friday. This program also runs throughout the school holidays. Bookings can be made with a staff members or ring the centre on 88 262 230.

RELIGIOUS EDUCATION

A religious education session is conducted at the school once a term by members of the Bute Uniting Church parish. It will be assumed that your child will attend these sessions unless an exclusion note is provided by parents. Notices advising the dates and exclusion opportunity are put in the school newsletter.

REPORTING

Written reports are sent home at the end of Terms 2 & 4, with Staff / Parent Interviews offered at the end of Terms 1 & 3 or at any other time by request. Extensive data collection is done during Term 1 to assess student needs, with follow up testing done during Term 4 for students of concern.

SCHOOL BELL TIMES

School buses arrive	8.40am
School commences	8.55am
Morning recess	10.40am
Session Two	11.00am
Lunch	1.00pm
Afternoon session	1.40pm
School closes	3.15pm
School buses depart	3.25pm
Last day of each term, school will finish at 2.15pm.	

SCHOOL BUS

Bute Primary School has two privately contracted buses that cover the Barunga / Wiltunga and Ninnes bus routes. The buses are restricted to a maximum number of passengers, which is negotiated with the Principal. For this reason, any other students not usually on these buses must seek permission from the driver and Principal prior to day of travel.

SCHOOL CARD

Applications forms for School Card assistance are available from the school office. Eligibility is determined via a means test and can take some time for approval to be given by DECS. Each eligible student has funding allocated to the school to cover the education costs. School staff is available to assist parents to complete application forms.

SCHOOL FEES

Fees (Material & Services Charges) are determined by Governing Council prior to the commencement of each year.

Charges for 2017 are: \$231 per child

An account will be sent for payment in full, but payment plans can be negotiated with the Principal if necessary.

Students who are in receipt of School Card do not have to pay these fees.

SCHOOL NEWSLETTER

The weekly newsletter is sent home with the youngest child in each family every Thursday. Notices need to be at the school by 3.30pm on Monday's, with community notices most welcome.

Members of the community can obtain copies of the newsletter from the school or Bute Foodworks

SCHOOL UNIFORMS

School uniform is not compulsory but is **strongly encouraged**.

- Girls - Green check dress, green polo shirt, black shorts
 Green tunic / skirt or black track pants, black cargo pants, school jumper
- Boys - Green polo shirt, black shorts
 black trousers, black cargo pants, black track pants, school jumper

Please ensure children wear appropriate clothing and footwear for school activities. Sneakers are the preferred footwear for daily fitness and sports day practices, or flat-soled sandals. Thongs are not acceptable and do not protect the feet.

SENDING MONEY TO SCHOOL

All money sent to school should be in a sealed envelope with a name and the purpose listed on the front and / or appropriate slip inside eg Book Club.

SMOKING

Smoking on school grounds is prohibited at all times.

SPECIAL SERVICES

These services in the form of Guidance, Social Work and Speech Therapy are available through the District Offices.

Generally, requests for assistance are made via the classroom teacher or the Principal.

Yorke / Mid North District Office

Kadina Office
13 Taylor Street
KADINA SA 5554
ph 88 212 555

Central Education Office (DECD)

31 Flinders Street
ADELAIDE SA 5000
ph (08) 8226 1000

SPORT – INTER SCHOOL

The school encourages children to actively participate in a variety of sports. Bute is affiliated with the Northern Yorke Peninsula S.A.P.S.A.S.A. District, which gives students the opportunity to gain selection in the Country District sides, to participate in Country Carnivals in Adelaide, and to have the opportunity of gaining selection into Talent Camps and State Teams. Sports currently involved are Cross Country, Athletics, Football, Netball, Tennis, Softball, Cricket, Hockey, Swimming and Lawn Bowls.

SPORTS DAY – To be advised in 2017

Being held at Port Broughton in 2017

Sports Day uniform – red and white school top provided by the school with red or white shorts / skirt.

STUDENT COUNCIL

Students elect representatives from each class to form the Student Council who then elect office bearers. The Student Council meet regularly and discuss their priorities within the school and bring to the Governing Councils attention areas that they would like to see improved or facilities developed. This is a way students can participate in decision-making matters that relate to their school environment. Class meetings assist in this process.

SWIMMING / AQUATICS

Annually students participate in term-time swimming lessons at Wallaroo beach at dates and times determined with the Instructor in charge.

There is a minimum of 5 x 90 minute sessions for years 3 – 7 and 5 x 45 minute sessions for R – 2.

Sessions may be cancelled due to the weather where appropriate.

Term-time swimming lessons are free of charge, but Bus transport to and from Wallaroo will be provided at a cost determined by the school.

It is the aim of the school to provide an Aquatics Camp for the Upper Primary students when appropriate.

TRANSITION - Preschool to School

A program is negotiated between the Early Childhood Director and Junior Primary Teacher. Formal visits and extensive interaction between the 2 sites gives the children confidence to commence school. Prior to your child starting school familiarisation visits, a detailed letter will be sent home from the Junior Primary Teacher via the Kindergarten outlining the program.

TRANSITION - Yr 7 to High School

Staff will set up a programme in conjunction with the Yr 8 Transition Coordinator from Kadina Memorial School that will enable Year 7 students to graduate to Year 8 confidently.

Such a programme may involve:

- exchange programmes / sporting activities with other Year 7 students
- visits to the High School with Year 7's from other feeder primary schools
- a visit to Bute by current Yr 8 secondary students and a teacher
- staff interchange between the high school and feeder primary schools

USE OF SCHOOL FACILITIES / PREMISES

Use of school facilities and premises by external organisations must be approved by the Principal. The school will attempt to cooperate with community groups wishing to use the schools facilities, but each request will be dealt with individually.

VOLUNTEERS IN CLASSROOMS/ EXCURSIONS / CAMPS

Involvement of parents in their children's learning can be of great benefit. If you have skills to share or are willing to work with a child or a small group please contact a staff member.

A high level of confidentiality is expected of the volunteer.

Criminal History clearances are required for volunteers working in DECD education and care programmes if they have:

- regular contact with children
- work in close proximity with children on a regular basis
- have access to children's records
- supervise others who have regular contact with children.

SECTION TWO:

'SAME FIRST DAY' ADMISSION POLICY

From 2014, the start date for school is the first day of Term 1. Children will no longer be able to start at the beginning of each Term. This brings South Australia into line with other states and territories that have had single school intake for some time. Starting school is still determined by the date of a child's fifth birthday where those children who have a fifth birthday prior to the 1 May are able to begin school on the first day of Term 1 of that year. Children who have their fifth birthday **on or after** the 1st May will begin school on the first day of Term 1 in the **following year**.

On arrival at the school, an admission and personal information form will be completed for each child and signed by the parent or guardian of that child.

Details will be entered onto the EDSAS Administrative computer.

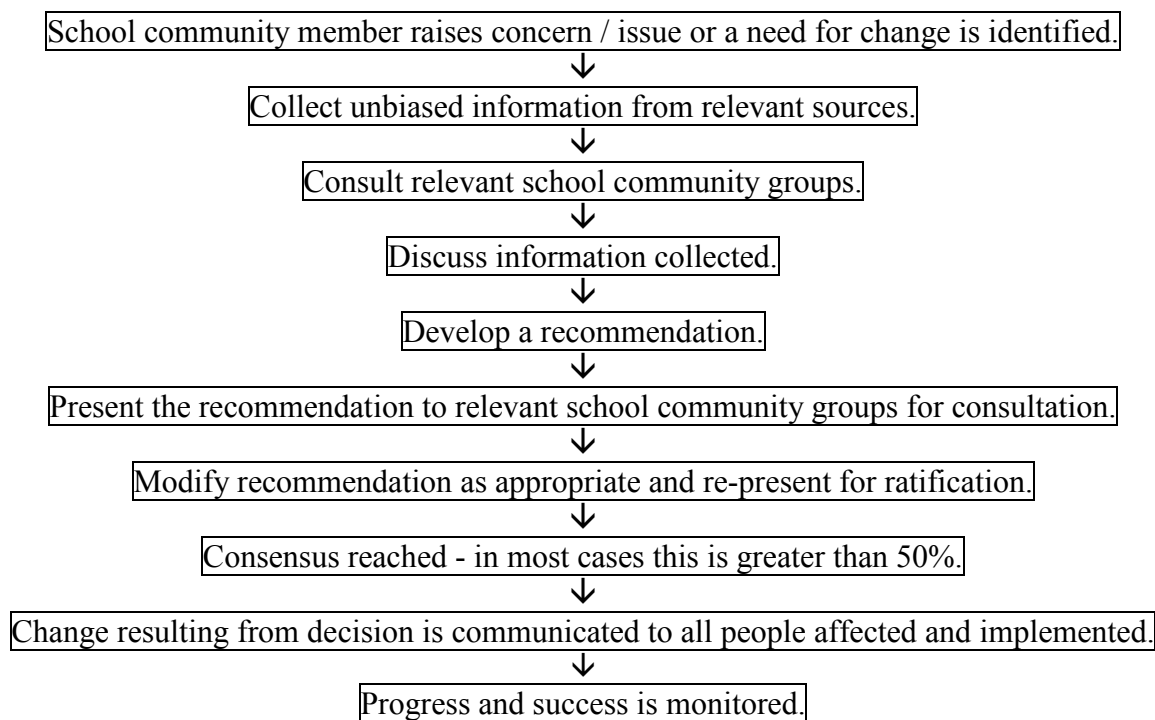
DECISION MAKING AT BUTE SCHOOLS

It is acknowledged that all members of the school community have the right, and should have the opportunity, to participate in decision making – sharing ideas and opinions, contributing to discussions, making constructive criticism and cooperating with their peers as part of the decision making process.

It is also important that the membership of the group making decisions is representative of the various school community groups and consideration is given to gender representation and what constitutes an appropriate number of group members. Some of the school community groups that may be involved in decision making include Governing Council, school leaders, staff (teaching and SSO), SRC, students, parents, affiliated committees etc.

When making decisions in specific areas, it is reasonable to assume that some groups in the school community have a greater investment in the outcome and therefore a greater role to play. In acknowledging this, participation should not be exclusive.

Decision Making Phases



The decision making process is underpinned by four inter-related elements – Participation, Negotiation, Communication and Consultation.

Decisions in most cases will be binding, although person's who are genuinely concerned about a decision and can provide justification, may opt out through negotiation with the Principal and/or Governing Council.

Whilst every attempt will be made to make any decision making process inclusive, the ultimate responsibility rests with the Principal and Governing Council. The Principal may enact power of veto if any decision made is against DECS policy.

BUTE SCHOOLS GRIEVANCE PROCEDURES

Good relationships within the school community give children a greater chance of success.
However, in the event of a grievance, the following guidelines may be used.

Principles of our policy:

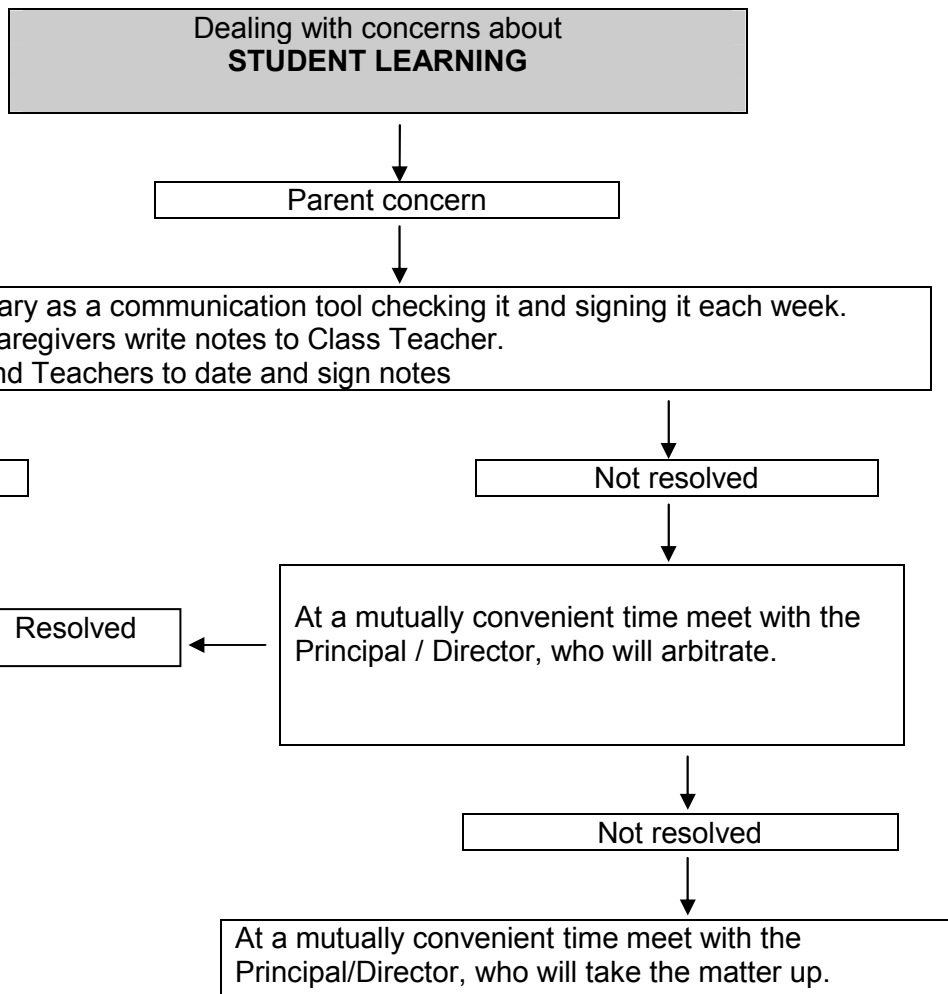
- ◆ Everyone should be treated with respect.
- ◆ We use principles of **Restorative Practice** to clarify and resolve situations.
- ◆ Meetings to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner.
- ◆ The school can only deal with concerns raised by following the Grievance Procedure Guidelines. If we are not approached about concerns, then we assume that all is well.

<u>STUDENTS</u> <small>with a grievance:</small>	<u>PARENTS/CAREGIVERS</u> <small>with a grievance:</small>	<u>STAFF</u> <small>with a grievance:</small>
<p>Steps:</p> <ol style="list-style-type: none"> 1. Try to sort out the immediate problems by using problem-solving strategies taught in class, i.e. ignore the person bothering you and walk away, explain that “I don’t like it when... I would like you to stop... If you don’t stop I will have to ask a teacher to help...” 2. If the problem continues see the teacher immediately so they may help you to resolve the issue. Parents/Caregivers may be notified, depending on the level of the grievance. 3. If the problem remains, talk to your Parents/Caregivers, Teacher, Principal or SSO about the problem so they may help you resolve the issue. 4. If you feel uneasy about trying to solve the problem, speak to someone with whom you feel comfortable to help you with your predicament. 5. If the issue remains unresolved, Parents/caregivers and the Principal will work together to develop appropriate strategies. 6. Outside agencies may need to be contacted, ie Mandatory Reporting, FamiliesSA, Guidance 	<p>Steps:</p> <ol style="list-style-type: none"> 1. Contact the Principal to arrange a time to speak to the relevant staff member about your concern, bearing in mind that you have one side of the issue. Direct issues about a child other than your own, to the class teacher or the Principal. 2. An advocate may assist in raising an issue. e.g. Governing Council or Parent Club member 3. Please do not enter a class or the office about a major grievance without prior arrangement. 4. The grievance needs to be kept confidential by the school and the Parents/Caregivers. 5. Allow an agreed timeframe for the issue to be addressed. 6. If the grievance is not sorted out to your satisfaction arrange to speak with the Principal. 7. If you are still unsatisfied with the outcome after completion of the above steps, please arrange a time to discuss the issue with personnel from the Regional Office of the... <u>Yorke and Mid –North Region</u> <p style="margin-top: 20px;">Clare Regional Office, 157 Main North road, Clare SA 5453 Ph:88412000</p>	<p>Steps:</p> <ol style="list-style-type: none"> 1. Arrange a time to speak to the person concerned. 2. Allow reasonable time for the issue to be addressed. 3. If the grievance is not resolved, speak to your Principal, line manager or grievance contact to assist in settling the grievance. i.e. OHS&W Rep, Union Rep 4. An advocate may assist in raising an issue on your behalf, monitoring the situation, investigating your concerns or acting as a mediator in a meeting about the issue. 5. If, after following the above steps, the issue remains unresolved within the reasonably agreed time, arrange to speak with personnel from the Regional Office of the... <u>Yorke and Mid –North Region</u>. <p style="margin-top: 20px;">Clare Regional Office, 157 Main North road, Clare SA 5453 Ph:88412000</p>

NOTE: Parents/Caregivers with a grievance about school POLICY should:

- ◆ Arrange a meeting time with the Principal to discuss specific concerns.
- ◆ Allow reasonable time for the issue to be addressed.
- ◆ If you are still unhappy, please arrange a time to resolve the issue with personnel from the Regional Office of the Yorke and Mid –North Region, Clare Regional Office – 88412000, Kadina - 88280513, Pirie – 86381807

*Updated term 1 - 2011



PLEASE NOTE:

- Class teachers are available to provide support for your child.
- Your concerns will be discussed with the relevant people.
- You **will** need to be specific about your concern, (eg. describe an incident and/or quote the words used.)
- Some parents believe that if they raise a concern, their child will be treated differently (ie. 'picked on'). Teachers are professionals and as such are required to comply with a code of conduct, and Principal/Directors and District Superintendents are required to see that it does not happen.
- You **will** be informed of the outcome.

It is important that these concerns are kept confidential.
The School/Preschool can only deal with issues that are raised in the ways outlined above.
If we do not receive information, then we assume that all is well.

PLEASE NOTE: We would love to hear good news. It is really appreciated



FIRE POLICY

IN THE EVENT OF A FIRE

In the event of a fire in or threatening the school, or its area of concern, the Principal and/or Fire Warden has authority in all matters. At all times the Principal / Fire Warden should liaise with C.F.S. Officers.

REMOVAL OF CHILDREN FROM THE SCHOOL

Following the declaration of a Fire Alert in the surrounding district, children can only be allowed to leave the school on the authority of the Principal, Fire Warden or appointee.

BUSES

The Principal or Fire Warden of Bute Primary School or any authorised Emergency Services Officer has the authority to stop the school buses, should they feel it is necessary.

PHONE CALLS

All details (time, name, location, etc.) of phone calls regarding fires are to be recorded in order to track a fire's progress. Staff should have mobile phones available in case the school phone network becomes inoperative.

INTERNAL FIRES

It is the responsibility of the Principal / Fire Warden to ensure that the local C.F.S. is contacted as soon as practicable (Dial 000) and if possible to see that the school phone is attended. The Kindy should also be contacted with details and instructions given.

Should it be necessary to use a mobile phone to contact Emergency Services, that number should be passed on when making the initial call.

The Principal and /or staff are to sound the alarm (continuous blasts of the siren or whistle) and evacuate the buildings according to fire drill procedures. The evacuated children are to be taken the safe area (Town Oval), where roll sheets are to be checked. Safe areas are to be designated by the Principal / Fire warden, his appointee or an officer of C.F.S., S.E.S. or Police.

Admin staff to check library and toilets. If practical, support staff are to retrieve the EDSAS cassette.

EXTERNAL FIRES

When the school is informed of an approaching external fire, which endangers the school, the Principal, Fire Warden or appointee are to enact invacuation procedures upon the recommendation of Emergency Services. The invacuation warning is to be sounded (continuous double blasts of the siren or whistle with pause) indicating that all buildings are to be shut (Kindy to be rung). The rolls should be checked to ensure that all children are present (school and Kindy). The Principal or designated officer is to use the internal phone system to ensure that all children are present. All persons are to remain in their rooms until the all clear has been notified by Emergency Services and this is communicated to all staff through the internal phone network.

Admin staff to check library and toilets.

FIRE DRILL

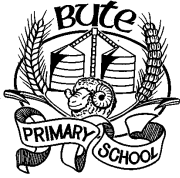
The bell is rung continuously in the format pertaining to the drill to be tested. On hearing the bell, the teachers are to enact the appropriate procedures

A minimum of one fire drill per procedure to be conducted each term.

CATASTROPHIC BUSHFIRE DAY

School closure if a Catastrophic Bushfire day is broadcast – parents will be contacted by school personnel.

No school buses will travel through the fire ban district.



Guidelines for watching videos at Bute Schools

These guidelines have been formulated in the context of the following extracts from the Administrative Instructions and Guidelines:

“When selecting video material for use in a school:

- ❑ *Schools are referred to the article "Video cassettes - copyright" (S1.141).*
- ❑ *copyright laws must be understood and observed;*
- ❑ *all material should be previewed by a member of the school's professional staff or guidance sought, e.g. by means of authoritative review, to ensure that the video experience is enjoyable, stimulating and appropriate to the students' present and future stage of development;*
- ❑ *titles are often an unsatisfactory guide to the suitability of videotape material.*

- **G General Exhibition (suitable for general viewing)**

Parents should feel confident that children may view material in this classification without supervision, knowing that no distress or harm is likely to be caused.

Language: The mildest expletives, but only if infrequent and used in exceptional and justifiable circumstances.

Sex: Very discreet verbal references or implications, provided they are justified by the narrative or other context.

Violence: Minimal, mild and incidental depictions, provided they are justified by the context.

- **PG Parental Guidance (recommended for persons under 15 years)**

Films in this classification may contain adult themes or concepts which, when viewed by those under 15 years, require the guidance of a parent or guardian.

Language: Low level coarse language is acceptable, provided its use is not excessive.

Sex: Discreet verbal and/or visual depictions, references to sexual matters.

Violence: Depictions of violence must be mild in their impact, and/or presented in a stylised or theatrical fashion, or in an historical context.

Other: Discreet informational, protective behaviours and/or anti-drug references. Mild super-natural or "horror" themes may warrant 'PG'. Minimal nudity if in a justifiable context.”

When choosing to use a video for educational or entertainment purposes during school activities (including camps), staff will:

- ❑ Consider the rating of the selected material.
- ❑ Preview the video to determine its appropriateness.
- ❑ Not view videos in isolation.
- ❑ Link the video to classroom programs.
- ❑ Structure activities around the video, even if used for entertainment purposes.
- ❑ Only use videos for entertainment purposes in extenuating circumstances
- ❑ Plan the use of videos as part of the school or classroom programs.
- ❑ Inform parents of videos to be watched prior to viewing (where possible) and provide a summary of the video and the purpose for watching it, depending on the circumstances.
- ❑ Provide the opportunity for parents to withdraw their children from viewing videos with a PG rating.

'G' and Unclassified Videos

Videos with these ratings may be viewed without parent consent, but under staff supervision, providing that it has been previewed by staff and deemed appropriate for viewing, linked to classroom programs and/or follow up activities are conducted.

Parents should be confident that these videos may be viewed without causing their child(ren) distress or harm.

'PG' videos

From time to time, the viewing of a 'PG' video can support educational and social programs. If staff believes that viewing a 'PG' rated video would be of value, they will:

1. Discuss the use of the video with the Principal/Director. If not approved, it will not be viewed.
2. Preview the video.
3. Distribute a video viewing proforma to parents, a minimum of two days prior to viewing, providing them with:
 - ❑ Video title.
 - ❑ Purpose for viewing (classroom links).
 - ❑ Summary of video content.
 - ❑ An opportunity to withdraw their child from viewing.
4. Discuss the content thoroughly with the students and provide activities which ensure that the correct understanding of the video has been obtained and to reduce student stress.

The viewing of videos is not taken lightly by staff as is the purchase of print materials, which may contain explicit language and pictures, but at the same time staff are conscious of providing as wide a variety of learning experiences for their students as possible.