

School Information 2020

Visit us at: www.mukinbudindhs.wa.edu.au

The true character of a society is revealed in how it treats its children.

Nelson Mandela (27 September 1997)



Information for all Parents/ Guardians



Contents

.....	1
School Information 2020	1
OUR SCHOOL.....	3
WE BELIEVE	4
SCHOOL STAFF & DATES TO REMEMBER.....	5
SCHOOL INFORMATION	6
PARENT INFORMATION & SCHOOL PROCEDURES.....	7
SCHOOL BUSES.....	16
PARTNERSHIPS	17
SPORTS INFORMATION	18
UNIFORM	19
HEALTH INFORMATION.....	20
EARLY CHILDHOOD INFORMATION.....	23
2020 VOLUNTARY CONTRIBUTIONS AND CHARGES.....	25
SCHOOL EVACUATION PLAN	26

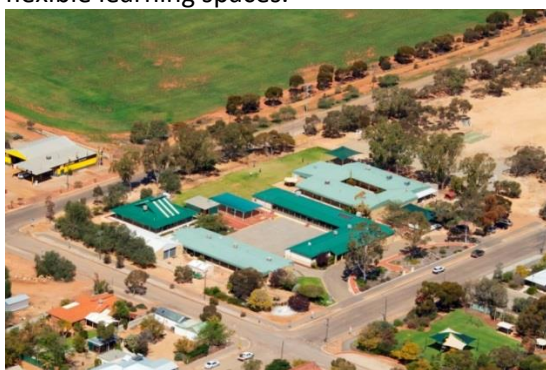
OUR SCHOOL

Mukinbudin District High School is an Independent Public School with excellence at the core of everything we do. Providing education since 1923, we work with parents and community to ensure a supportive learning environment for all our students. We are committed to giving them opportunities to achieve their personal best and develop into independent learners, positive individuals and responsible citizens.

Our school prepares our students for a technological rich world and encourages them to develop the skills to create the world they want to live in. We inspire our students to explore and engage in the world around them with guidance and support from our school community.

The resources we give our students include:

- access to a personal Ipad from Kindergarten to Year 4
- a personal MacBook with home usage from Years 5 to 10
- Online learning platforms, design and technology spaces: textiles, wood and food
- 3D printers, drones and other technology
- flexible learning spaces.



Our school has an exciting annual program of excursions and incursions which expands our students' horizons and learning. Secondary students participate in Country Week annually and have a variety of visiting artist and performers come to the school. Every two years we take our upper primary students on camp.

Mukinbudin District High School has a secondary program for Years 7 to 12 students. It involves onsite tuition for all Year 7 to 10 students and learning through the School of Distance Education for Year 11 and 12 students. Secondary students often participate in cross school activities such as Country Week, Try-a-Trade Sessions, Careers days, Emergency Services Cadets and a number of interschool events.

Students have dedicated teachers and support staff who strive to offer the best possible education for all children in Mukinbudin and surrounding towns. They work towards ongoing improvement and demand the highest possible results from their students. They are well supported by parents and a community that strongly values education. We have an active school board and the work of our Parents & Community Association enables us to continually upgrade school facilities and resources.

We take great pride in our inclusive nature and have developed a very strong and active learning support team to assist all students. We have students participating in PEAC programs as well as a Values Program - Build Up Zone (BUZ).

Our school is a part of the Eastern Wheatbelt Education Network (EWEN) which is made up of Southern Cross, Kellerberrin and Bruce Rock District High Schools; Moorine Rock and Nungarin Primary Schools; and Merredin College. This collaboration allows us to meet the needs of our students through shared learning, working across schools and developing whole of network strategies.

For more information, visit our website at www.mukinbudindhs.wa.edu.au

WE BELIEVE

We Believe ...

Deep in all of our Focus Areas of **Excellence** are three underlying methodologies / philosophies;

- STEM Methodology – Transformational Technology and Enterprise skills needed for 21st Century Learners/ Citizens - **Effective Staff**¹
- Cross Curricula Approach – meeting the needs of a content rich Western Australian Curriculum – **Successful Students**
- The student as a whole person or pastoral care – Mukinbudin as a place of refuge (community meeting needs to unleash potential) An understanding of Maslow's Hierarchy of needs is useful in supporting this.² – **Good Schools**

"In the 21st century Australia's capacity to provide a high quality of life for all will depend on the ability to compete in the global economy on knowledge and innovation. Education equips young people with the knowledge, understanding, skills and values to take advantage of opportunity and to face the challenges of this era with confidence." Melbourne Declaration – Preamble



Maslow's Hierarchy of needs



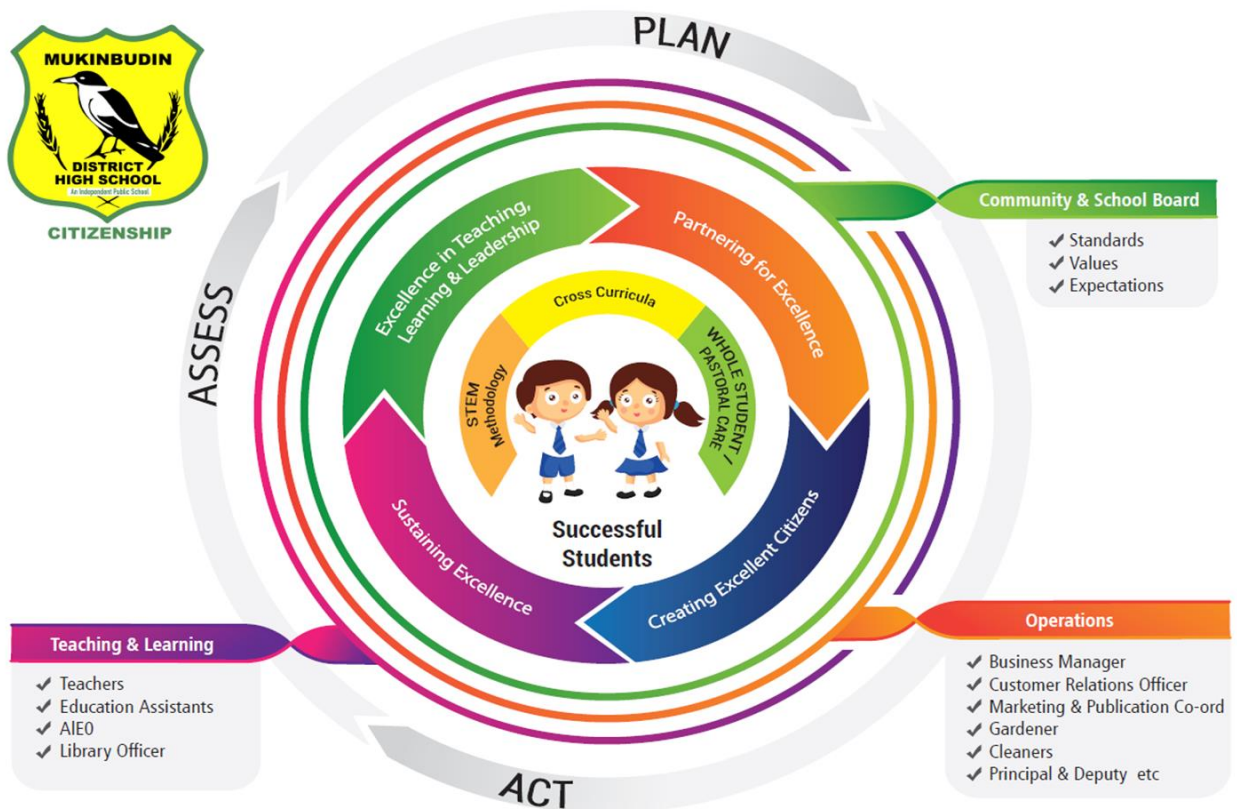
Enterprise skills

are **transferable skills** required in many jobs. They include:

Problem solving	Communications	Financial literacy	Critical thinking
Creativity	Teamwork	Digital literacy	Presentation skills

¹ High Care High Performance link

² Transiency rate in 2017 46% - Fluctuates from 15-50%



SCHOOL STAFF & DATES TO REMEMBER

2020 MDHS STAFF

MR BRUCE GIBSON	Principal
MR JETHRO SOBEJKO	Secondary Program Co-ordinator & Year 9/10 Form, Science Teacher Year 7-10
MRS KARI LAMOND	Deputy - (SAER Co-ord & BB) (Thurs)
MRS GAYE JONES	Manager Corporate Services (Tues-Fri)
MRS LARA BALLANTYNE	Customer Relations Officer
MRS ELLEN WHITE	Customer Relations Officer
MISS KATE JOHNSON	K/PP Teacher
MRS JANICE MELVILLE	ECE Education Assistant
MRS KARI LAMOND	Year 1/2 Teacher (M-Th)
TBC	Yr 1/2 Teacher (Fri)
MRS KATIE RICE	Year 3/4 Teacher
MISS ZOE BOLT	Year 5/6 Teacher
MR WILLIAM ROBERTS	Year 7/8 Form, Humanities Teacher & Cadets Leader
MRS REBECCA CLARKE	HPE (Mon, Tues & Thurs) & Cadets
MR TIMOTHY GOULTER	Technologies (D&T) & Maths Teacher Year 7-10 & Cadets
MRS PETA WATSON	Art Teacher
MRS LEANNE CLUNE	Library Officer (Mon & Tues)
MRS ALLISON NIXON	School Chaplain (Tues – Thurs & Every 2 nd Fri)
MISS CAITLIN HOGAN	SIDE Room Co-ordinator
MRS LEANNE SHADBOLT	Primary Education Assistant
MISS SARAH MOUG	Special Needs Education Assistant
MRS PEGGY OLSSON	Special Needs Education Assistant
MR DAVID CARLSON	Gardener (Mon, Tues, Wed & Thurs)
MRS TANIA SPRIGG	Cleaner in Charge
MRS LEONIE TAYLOR	Cleaner

DATES TO REMEMBER 2020

SCHOOL OPEN

Tuesday 28th January (Admin staff only)
Thursday 30st January (Teachers & EAs)

TERM DATES

TERM 1	Start	Monday 3 rd February
	End	Friday 9 th April
TERM 2	Start	Tuesday 28 th April
	End	Friday 3 rd July
TERM 3	Start	Monday 20 th July
	End	Friday 25 th September
TERM 4	Start	Monday 12 th October
	End	Thursday 17 th December

SCHOOL DEVELOPMENT DAYS

TERM 1	Thursday 30 st January & Friday 31 st January
TERM 2	Monday 27 th April
TERM 3	Wednesday 26 th August (Dowerin Field Day)
TERM 4	Friday 18 th December

IN-TERM PUBLIC HOLIDAYS

TERM 1	Monday 2 nd March (Labour Day)
TERM 2	Monday 1 st June (WA Day)



SCHOOL INFORMATION

SCHOOL TIMES

Children **should not arrive before 8:35am**. The large digital clocks, near the bike rack and the Secondary area, show everyone very clearly what the time is and children will be sent away if they arrive before 8:35am. Once children arrive at school they are expected to unpack bags and prepare their learning area ready for the day ahead.

PRIMARY (KINDY – YEAR 6)

School Start	8:50am
Recess	10:30am – 10:50am
Lunch	12:30pm – 1:00pm
School Finish	3:00pm 2:30pm (Wednesday only)

SECONDARY (YEAR 7 – 12)

School Start	8:40am (Form)
Recess	10:30am – 10:50am
Lunch	12:35pm – 1:00pm
School Finish	3:00pm 2:30pm (Wednesday o

Staff meetings, Professional Development and collaboration meetings are held after early close on Wednesdays.

SCHOOL NEWSLETTER

The school newsletter, The Messenger is posted on Connect, as well as added to our school website and Facebook page. Relevant details from The Messenger are also placed in the local newspaper, the Muka Matters.

NOTES AND PERMISSION SLIPS

Notes are sent home and posted on Connect to provide details about upcoming events and to seek parent permission for student participation in different activities. We appreciate your efforts to remind your children to show you these notes. Some permission notes can be completed and sent back to the school via Forms. Absentee notes can be submitted via Connect.

ASSEMBLIES

Assemblies are held twice a term (except in Term 4, where there is one assembly and then Presentation Evening) on a Thursday afternoon in the Assembly area. Dates of each assembly are advised through The Messenger, our website, Facebook and Connect. Class Presentation Assemblies begin at 2.15pm and Awards Assemblies start at 2.30pm. At these assemblies, upcoming events are discussed, small celebrations are shared and a merit award is given to selected children from each class. Parents and community members are welcome to attend.

At the end of the school year a Presentation Evening is held. Students present items and Academic Excellence, Endeavour and other awards are presented. Graduating students are acknowledged, as well as Kindy students.

VISITORS TO THE SCHOOL **MUST SIGN IN AT THE FRONT OFFICE**

All parent helpers and any person, who works with the students, will be required to present a *Working with Children's* card. This is a Department of Communities requirement and another measure to ensure our duty of care and a safe environment for all children.

PICKING STUDENTS UP DURING THE SCHOOL DAY

We appreciate there are times when students need to be picked up during the day to attend doctor's appointments and the like. The process which you need to follow is:

- Inform the class teacher or the Office with a note or telephone call.
- When picking up your child please **call into the Office first** to inform us you are here to pick up your child.
- You will be asked to fill in a form, advising us you are collecting your child.
- Give the form to your child's teacher when picking up your child.
- If your child is coming back to school after the appointment, please return to the front office to advise they have returned to ensure attendance is correctly entered for the day.

LEAVING THE SCHOOL GROUNDS

When Parents/Guardians request that their child (10+) leaves the school grounds for any reason, a note indicating the days of the week and destination must be completed and signed by the Parent/Guardian. The child will then be issued a 'Leave Pass' at the front office. The child must exit and return through the front office.

PARENT INFORMATION & SCHOOL PROCEDURES

EMERGENCY CONTACTS AND HEALTH INFORMATION

(VERY IMPORTANT TO KEEP UP TO DATE)

Parents are requested to ensure that the emergency contacts (especially phone numbers) registered on their child's enrolment are current at all times. This information is very important; please keep the school up to date on any changes. If your child has a medical condition it is very important that a Health Care Plan is in place to ensure your child receives the appropriate treatment.

REPORTING TO PARENTS

From time to time, a teacher may have concerns about your child's progress and arrange an interview time with you. Parents are also encouraged to make appointments to discuss their child's progress, especially if you have any concerns. If you do have concerns, your child's teacher should be your first port of call. Please phone or email the school or contact the teacher directly to make an appointment.

Students will receive a formal written report at the end of Semester 1 and Semester 2. Reports will be sent out via Connect. Please note that your child's teacher may request a meeting with you to discuss your child's progress, and if you have any concerns please arrange an appointment with your child's teacher.

NAPLAN is conducted annually for students in Years 3, 5, 7 and 9. The assessments cover Literacy & Numeracy.

CONNECT NOW FOR PARENTS

CONNECT NOW

A free mobile app that displays all the latest activity from your children's classes.

- read notices, view class photos and discussions
- post a comment directly from your mobile device
- access attachments

Download on the App Store | GET IT ON Google Play

View class photos

Post a comment

Read notices and discussions

Set your notification preferences

Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to login and see your children's Connect Classes on any internet-enabled device, you may also receive notices from Connect that will be sent to you as

either an email or a notification on your phone. A free app called *Connect Now* can be downloaded from [Google Play](#) or the [Apple App Store](#) and will let you receive Connect notices as push notifications. If you have multiple children you only need one login – even if your children attend different public schools.

When you login to Connect you will be able to see information specific to your own child/ren such as:

- The classes in which your children are engaged
- Class calendars
- Week by week attendance information
- Assessment Outlines information drawn from Reporting to Parents (secondary)
- Assessments and evidence for your own child (including Reports)
- Notices from classes that automatically generate an email notification to you.

Make sure your email address with the office is **current**, email Mukinbudin.DHS@education.wa.edu.au for more instructions and details.



Parents

Communicate easily with teachers.

Stay informed with your child's learning anywhere, anytime.

Securely access your child's information.

Engage in your child's learning

Log in using a department - supplied secure user name to access Connect Classes containing notices, resources, a calendar of events and class activities.

Connect: Class Summary

Classes | My Connect | Class Notices | My Children

Room 17 | This Class is Unlocked

Quick Class Switch

Switch Classes: Jump to another class using the switch class feature.

Class Visitors in the last Seven Days

Parents	16
Students	25

Class Calendar: Stay up to date with class events and deadlines.

Notice Board: View class activities and interact with the class community.

Class Library: Access class resources to understand and assist in...

PARENT INFORMATION MEETINGS

Teachers hold a parent class meeting during Term 1. At these meetings teachers generally discuss class programs, operation of the class, homework expectations, etc. This type of meeting is not the time to discuss individual children. If parents need to have a more in depth conversation about their child, then it is important to make an appointment to see the teacher at a more convenient time. (See above). There will also be a scheduled 'Open Classroom' afternoon in Term 3.

1:1 MACBOOK PROGRAM

Technology is a cornerstone of how students learn in the modern world. Mukinbudin District High School offers a take home MacBook Air to all students in Years 5-10. Student in these years will be provided with an 11" MacBook Air (13" in Year 5 in 2019) for both educational use and home use while they are enrolled at Mukinbudin District High School. To be included in this program, parents/guardians and students must read and complete the *MacBook User Guidelines and Network Access Consent Form* and return it to the school.

Students will need to purchase an approved protective case for the MacBook. Details are provided on student booklists. Students must bring the MacBook to school daily, fully charged and ready for use in the classroom. The MacBook will always remain the property of Mukinbudin District High School and the student will need to return it periodically for maintenance and when they permanently leave the school. We aim to allocate students a MacBook as soon as possible once they commence at the school; however, MacBooks will not be allowed to be taken home until the approved case has been purchased, and students and a parent attend an information session.

All students who sign up for a MacBook will spend a session with our Network Support Officers and teachers going through the user guidelines, care and setup. This session will occur on the **19th March 2020 at 6pm.** Enclosed are the MacBook Guidelines which outline the responsibility of both parents/guardians and students. Please read this document and ensure you have a full understanding of the content.

This program will rely on partnership with parents and guardians. As parents, it is important to be aware that:

1. Parents are in charge after hours and responsible for appropriate use
2. Your children should only use it in areas that are public i.e. kitchen/ lounge
3. Parents have the right to ask to see their child's laptop any time
4. Parents can see what students are doing in their homework via Connect Now for Parents
5. The school will always support parents by removing material from the student laptops if they request

You do not have to accept this offer if you are concerned about the responsibility that clearly rests with your child for the security and appropriate use of the laptop; however, many lessons will rely on this technology. At present, the school is unable to support other types of laptops or digital devices brought in by students from home and no access will be provided to the school's network resources for other devices.

ATTENDANCE

Why is it important for my child to attend school every day?

Research shows that to develop the habit of regularly going to school, a routine starts in the first years of school.

By regularly going to school, your child and your family gets to know the teacher, other children and families. The more you are involved in your child's learning the more we can work together to support your child and make sure they get the best start to school.

Attending regularly helps your child develop a sense of belonging and connection to the school.

Did you know?

- The attendance habits set by children when they first start school continue throughout their school life.
- Learning is cumulative – if your child regularly misses school, it is harder for them to catch up.

What can you do to help your child?

Developing the habit of going to school regularly from Kindergarten is vital so your child does not miss out on important ideas and skills they need for future learning.

You can help by:

- Talking positively about school so your child is happy to go each day
- Having set start and finish times for breakfast
- Having a set time and routine for going to, and getting out of, bed and getting enough sleep each night
- Encouraging your child to have their school uniform and school bag ready the night before
- Spending some time each day together reading for enjoyment and talking about what happened in their day

✓ **USE clear messages about attendance**

For example:

- "It's time to get up and get ready for school."
- "I cannot allow you to remain at home today."
- "I know this is hard but it has to happen. You have to go school."
- "Be dressed in five minutes and you can have extra time on the iPad after school."
- "We will be leaving in five minutes."
- "Today after school, you can choose a movie to watch tonight."

× **AVOID vague messages about attendance**

For example:

- "Are you going to school today?"
- "Don't worry. There's nothing to be scared of. It will all be OK."
- "Why are you doing this?"
- "You're upsetting the whole family by doing this."
- "I don't know what to do if you won't go to school."
- "If you can't get there today, it's only going to be harder tomorrow."

Process to follow if your child is absent

- Parents/Guardians/Carers are legally responsible for ensuring their child attends school and are required to ensure the school is informed for the reason for any absence.
- Mukinbudin District High School uses a system called **OutReach+** which is an automated, personalised SMS text communication system which advises parents' mobile phones if their child does not arrive at school in the morning. When a child is enrolled at the school, the parent/guardians phone number will receive the absence messages.
- You are required to inform the school for planned absences via Connect, phone call, email, or by responding to the text.

Holidays during term-

- We strongly encourage you not to go on family holidays during school time.
- An attendance rate of less than 90% can lead to a loss of Good Standing, resulting in exclusion from extra curricula excursions such as Country Week and Interschool Carnivals.
- The *School Education Act 1999* does not allow principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an absence.
- *The Attendance Officer has made it clear that being absent from school to depart earlier for a holiday (even a day) is not considered a reasonable excuse. It is considered that given there is a two or six week time allocated to school holidays travel time should not require absence from school.*

Attendance Act

The Education Act requires all students of school age to be enrolled in and attend school. Students' attendances are recorded daily and absences monitored.

As a parent, you are required by the School Education Act 1999 to ensure your child attends school every day that the school is open for instruction (Section 23). Principals are responsible for monitoring and accurately recording the attendance of every student enrolled at their school in accordance with Section 28 of the School Education Act 1999. If a student is absent, a responsible person, usually the parent, must notify the principal of the reason for the student's absence as soon as practical. If a student is prevented from attending school due to illness, the principal is authorised by the School Education Act 1999 to request a medical certificate from a registered medical practitioner.

Lesson attendance codes are used by all Western Australian public schools to record the reason for every half-day absence. The use of these codes is determined by the principal. Accurate record-keeping ensures principals can identify patterns of absence at both a school and individual student level and implement appropriate measures to restore attendance where there is cause for concern. Absences are grouped as either 'authorised' or 'unauthorised' according to whether they meet the requirements of excusing a student from attendance pursuant to Section 25 of the School Education Act 1999. The total half-day absences are displayed on your child's school report each semester.

The Eastern Wheatbelt Education Network (EWEN) has written to local businesses across the Eastern Wheatbelt and gained their support not to serve school students during school hours unless they have an official out of school pass. This is part of the networks Attendance Strategy planning.

Partnerships with WA Police and Department of Communities has been engaged in 2018 as per policy for those students falling in the 'at risk' category of less than 90% attendance. To stay above this, students cannot afford to miss more than 3-4 days a term. This is an essential point to note for your student's educational future.

MDHS Attendance Motto: "No more than 4 days away per term!"

To sustain a regular attendance percentage of 90% or above, students cannot afford to miss more than four days per term of school.

This is why it is important to maintain a regular attendance habit and 'save' days off for when your children may get unwell or have medical appointments.

What Do The Categories Mean?

Regular Attendance- 90%	
They miss:	<ul style="list-style-type: none"> • 1 day per fortnight • 1 week per term • 4 weeks per year • 1 year by the end of Year 9 • 1 semester between Year 8 & Year 12
Indicated Risk- 80%	
They miss:	<ul style="list-style-type: none"> • 1 day per week • 2 weeks per term • 8 weeks per year • 1 year by the end of Year 4 • 2 years by the end of Year 8 • 3 years by the end of Year 12 • 1 year between Year 8 & Year 11
Severe Risk- 60%	
They miss:	<ul style="list-style-type: none"> • 2 days per week • 4 weeks per term • 16 weeks each year • 1 year by the end of Semester 1, Year 3 • 2 years by the end of Year 5 • 3 years by the end of Semester 1, Year 8 • 4 years by the end of Year 10 • 5 years by the end of Semester 1, Year 12 • 2 years between Year 8 & Year 12

If your child misses...	that equals...	or...	From Kindy to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	20 days per year	1 month per year	nearly 1 ½ years	part-way through year 11	90%
1 day per week	40 days per year	2 months per year	over 2 ½ years	part-way through year 10	80%
2 days per week	80 days per year	4 months per year	over 5 years	the end of year 7	60%
3 days per week	120 days per year	6 months per year	nearly 8 years	the end of year 4	40%

HOMEWORK

Most students do some homework/study regularly throughout the year. The focus is on developing parent partnerships, study habits and the ability for students to manage a study timetable. Individual teachers will discuss homework procedures at the beginning of the year. We encourage all students to read aloud to an adult as often as possible.

- **JUNIOR PRIMARY:** Homework usually involves 5 to 10 minutes of reading at least four nights a week and there may be some direct activity (no more than 5 or 10 minutes four nights a week) that is linked to practising a skill or reviewing content covered in class. This is great for building and maintaining strong working relationships with parents.
- **UPPER PRIMARY:** Students may read for 10 to 15 minutes at home each day (e.g the newspaper, a magazine, a novel) and may be allocated about 15 minutes of homework or study four nights a week, where they review content or practise a skill that was covered in class that day/week.
- **SECONDARY:** Students will have a Term Schedule from their teachers that outlines when their assignments are due.

BEHAVIOUR MANAGEMENT

At Mukinbudin DHS we believe in the power of community, and what makes a community strong are the relationships between all members. With that as our focus the approach to Behaviour Management is one of a restorative focus. We believe that all people of our school should have the right to be heard and their value upheld. As such, after dealing with conflict we take a Restorative Questioning Approach.

Restorative Questions 1 – When things go wrong:

What Happened? What were you thinking of at the time? What have you thought about since? Who has been affected by what you have done? In what way? What do you think you need to do to make things right?

Restorative Questions 2 – When someone has been hurt:

What did you think when you realised what had happened? What impact has this incident had on you and others? What has been the hardest thing for you? What do you think needs to happen to make things right?

However, it is our desire that before we get to use those questions, we prevent as many occurrences of conflict as possible through a positive reinforcement of preferred behaviour approach. We have various reward programs including faction points, merit certificates, etc. All of our staff makes sure lessons are engaging and well prepared in order to maximise success for students.

We believe that successful behaviour management needs to primarily focus on prevention through the education, modelling and reinforcing of positive behaviours. This is demonstrated through:

- **Respect:** Respect ourselves, respect others and respect our environment/community by developing personal resiliency and demonstrating care for others.
- **Relationships:** Create a safe and supportive learning environment by developing positive social skills and demonstrating tolerance and inclusiveness.
- **Recognition:** Reinforce and promote positive behaviour by acknowledging individuals and groups through the rewarding of positive consequences.

Despite this, unacceptable behaviour will occur and when this does we need to have a clear and consistent approach to support positive behaviour change. This is demonstrated through:

- **Reflection:** Take ownership and responsibility for your own behaviour choices and how they contributed to the problem.
- **Restoration:** Once the unacceptable behaviour has been addressed – participate in the steps that are needed to make amends so that we can return to working positively together.

Mukinbudin District High School operates within a 'Good Standing Policy'. As such to attend extra curricula events all students must maintain more than 90% attendance and have 0 (zero) suspensions in a term. Good standing for Attendance resets every term. Good Standing for Behaviour resets within 5 weeks of suspension in consultation with school leadership. Examples of events are' Country week,

Cadets Camps, etc. Your student will not miss events that relate to their current learning program and grade such as Food Van Rumble, Art Show, etc.

Mukinbudin District High School endorsed this policy in 2012 and it is in operation in many schools across the state. We include information about it on our webpage and a few times a year in The Messenger. We especially emphasis it for secondary students several times before and at the start of Term 3 in person, through The Messenger and in the Country Week information document.

Not Impacted	Impacted
School based Learning Activities	Representing the school at interschool events
DISA Carnivals	Country week
Incursions	Cadets Camps
Most Excursions	Yr 5/6 Camp
Physical Education Lessons (incl Swimming)	

If your student loses Good Standing, we encourage you to work with your student and Form/ Class teacher to restore Good Standing. This will reset as of the following term and while this term it is upsetting, there are still plenty of learning opportunities and experiences through the full program on site at school every day. Please note that loss of Good Standing can come through breaches of the School Dress code and acceptable use of ICT policies also. This applies to any school based policy that outlines expected behaviour and consequences associated with not meeting that standard. This is under review using our Positive Behaviour Strategy in 2020.

STUDENT COUNCILLORS

In Term 4 student council and faction captain elections are held. The positions available each year are:

Councillors
 1x Year 5
 1 x Year 6
 2 x Year 9/10

Faction Captains
 1 x Green Primary
 1 x Gold Primary
 1 x Green Secondary (Year 8-10 students may apply)
 1 x Gold Secondary (Year 8-10 students may apply)

Please note that Year 7 students are not eligible for nomination. This is to allow them to settle into their first year of secondary schooling.

The selection Criteria reflects the school’s need for students who show the ability for growth in the following areas:

- Leadership – A student that is able to grow in their leadership ability.
- Teamwork – A team player who is able to co-operate within teams and make positive contributions to the team’s performance.
- Values – A student whose knowledge, appearance and behaviour demonstrate respect for the values of the school and the community.
- Problem Solving – A student who is able to demonstrate workable solutions to problems.
- Resourcefulness - A student who demonstrates resourcefulness in completing tasks.
- Communication – A student who communicates well with others to complete a task.
- Co-operation – A student who co-operates well with others.
- Community involvement – A student who is involved in some form of community activity.

Nominations

Interested nominees will be invited to submit their nominations in Term 4 of the prior year. Nominees will be given the opportunity to speak to the staff and students, outlining why they are the best candidate for the role. Speech duration is to be no longer than two minutes for each candidate.

Voting

Students from Year 2 to Year 12 will be permitted to vote which will take place after the nominee speeches. Primary students will be directed back to their classrooms to commence their voting with their teacher. Secondary students will vote in the library. The staff will then review votes, making the final decision as to the successful nominees, taking into account the outlined selection criteria.

SCHOOL CHAPLAIN

The key role of the School Chaplain is to provide pastoral care, by supporting the social, emotional and spiritual well-being of the school community. This may include support and guidance around ethics, values, relationships and spiritual issues, as well as helping students engage with the broader community.

One of the programs delivered as part of our Pastoral Care includes:

- BUZ – 'Build Up Zone'

The program enables students to develop important life skills by addressing:

- | | |
|------------------------|---|
| -conflict resolution | -the link between environmental and emotional abuse |
| -protective behaviours | -building confidence |
| -bully-proofing | -emotional competence |
| -self-awareness | -relationship skills |
| -poor self-esteem | -respect |
| -empathy | |

In school chaplaincy is partly funded nationally and extra funding comes from the state government.

Allison Nixon, School Chaplain can be contacted by email Allison.Nixon@education.wa.edu.au or by contacting the school Tuesday, Wednesday, Thursday and every second Friday.

EMERGENCY SERVICES CADETS

Mukinbudin DHS has an Emergency Services Cadets Corps program running at the school for years 7-10. Emergency Service Cadets participate in interesting and challenging training that:

- Provides practical life skills
- Develops leadership, teamwork and initiative talents
- Fosters qualities of community responsibility and service

Training includes modules such as:

- | | |
|---------------------------------------|---------------------------------|
| • First-aid | • Drill and ceremonial marching |
| • Radio communications | • Rescue techniques |
| • Fire safety and basic fire lighting | • Camping |
| • Rescue techniques | • Counter disaster training |
| • Navigation and bushcraft | |

Students will be provided with further information during timetabled sessions. If you would like to know more, please speak to your student's form teacher. Leaders in 2020 are Mr. William Roberts, Mrs. Rebecca Clarke and Mr. Timothy Goulter.

EXCURSIONS/INCURSIONS

Excursions/IncurSIONS are part of the normal teaching practice in all schools. When a class is to go on an excursion/incurSION a note seeking written permission will be sent home prior to the excursion/incurSION. Parent contribution may be requested and these are reflected in the fees and charges.

MONEY COLLECTIONS

If money is to be sent to the school, please put it in an envelope and include the correct amount. Mark the child's name and year level on the outside with the reason for payment. Please include any completed permission slips as well.

COMPLAINTS/CONCERNS

If you have any queries, complaints or concerns about your child or any incidents happening at school. Please contact your child's class or form teacher first. If it cannot be resolved through the class or form teacher, or the issue is reoccurring, please contact the Deputy by phoning the school or emailing Mukinbudin.DHS.DeputyPrincipal@education.wa.edu.au

PARENT INTERVIEWS

Parents are welcome to come to the school and discuss their child's progress with teachers. Before school is not always a suitable time as this is preparation time for the day. Please make an appointment to select a convenient time. Phone or email the school or contact the teacher directly.

PARENT INVOLVEMENT

Parents and Care Givers are welcome and encouraged to participate in their child's learning. Classroom teachers usually send a note home at the beginning of the year providing an opportunity for you to be involved in your child's learning. All parent helpers must complete a 'Confidentiality Declaration' to ensure confidentiality is maintained on matters related to the school and ensure the school meets its 'Duty of Care' requirements.

LIBRARY

We have a well-resourced library to which all students have access on a regular basis. Students may borrow up to two books per week and may change their selections on their nominated Library day. The non-fiction, reference is available for research purposes throughout the school day. The Library Officer is in attendance Monday and Tuesday from 9:30am – 3:00pm.

EATING LUNCH AT SCHOOL

Primary children eat their lunch under teacher supervision from 12.25pm to 12.35pm. Fridges are located in all classrooms and are available for children to keep their lunches fresh and drinks cool. There are also refrigerated water fountains available.

BREAKFAST CAFE

From Tuesday-Thursday during the school term, the School Chaplain (Mrs Nixon) organises Breakfast Cafe. Students from Kindy to Year 12 can attend and grab a bite to eat and a drink after a long bus ride or if they have had a busy morning and had to skip breakfast all together. *Foodbank* generously donates cereal, milk, orange juice, tinned fruit, Vegemite and fresh fruit. Bread, butter and jams are kindly donated by staff, parents, the Shire and community members. It provides students with one of the most important meals of the day as well as giving them the opportunity to "be around the brekky table" and spend time first thing in the morning with their extended school family. Breakfast Café is an integral part of ensuring that we are supporting our students overall wellbeing at MDHS.

NUT AWARE SCHOOL

We are a 'Nut Aware' School, and we encourage parents, children and staff to avoid bringing foods that contain nuts to school. Products that contain nuts include:

- Peanut butter and nut spreads, such as Nutella
- Fruit and nut bars / muesli bars
- Some biscuits and cakes
- Chocolates

Students are encouraged to wash hands after eating.

CANTEEN

The P&C operates a canteen on Wednesday and Friday, and endorses the State Government Policy of the Traffic Light System for healthy eating. There is a summer (Terms 1 & 4) and winter (Terms 2 & 3) menu, and it is sent out with the Messenger, uploaded on to our website, Connect and Facebook page. Lunch orders are to be placed at the office before 9am. Bags are available from the Front Office and Canteen, which act as lunch order forms. Please ensure that money is sealed securely in an envelope to prevent coins from falling out in your child's bag. Pre-pay is also an option. Secondary students are not permitted to go to the Café on rostered canteen days at the school.

STUDENT ALLOWANCES: SECONDARY ASSISTANCE SCHEME

Parents/guardians with eligible concession cards who have children enrolled from Years 7 to 12 studying full-time secondary courses are able to apply for the Secondary Assistance Scheme in 2020. Forms and information can be collected from the school. The forms must be returned for processing before 1 April 2020.

- The Secondary Assistance Scheme consists of two allowances: \$235 Education Program Allowance (payment made to the school) and \$115 Clothing Allowance (payment made to either the parent/guardian or the school).
- The ABSTUDY supplement (\$79) for students who receive ABSTUDY and are therefore not eligible for the Secondary Assistance Scheme.

SCHOOL BUSES – all buses are not managed by the school

For a student to catch the bus regularly, their parents need to complete an online School Bus Transport Application which is available from the Public Transport Authority (PTA) website

<http://www.schoolbuses.wa.gov.au/>.

The PTA – School Bus Services manages all facets of Bus services and can be contacted on 9326 2080.

To ensure that the bus drivers are kept informed about which children are using the bus each day, parents are required to notify the bus contractor/driver and the school of any changes to normal procedures for their child in the following manner:

- A note or phone call. NB: If a student will not be using the bus on a set day and on a regular basis each week, one note will be sufficient (we do not require a note every time in this circumstance).
- If a parent is present at the end of the day before the buses leave, it is imperative that the bus driver is notified by the parent.

BUS CONTACTS

BUS	CONTRACTOR	CONTACT NO. / UHF CHANNEL
BENCUBBIN/BEACON	Gaye Jones	0427 471 040
BONNIE ROCK	Gaye Jones	0427 471 040 / UHF 27
CAMPION	Peter Geraghty	0429 471 032 / 9047 1031 (work)
KARLONING	Mark Jones	0427 471 033 / 9047 1033
WILGOYNE	Glenn Chapman	0415 444 065 / UHF 7

SCHOOL BUS CODE OF CONDUCT / REPORTING A BREACH OF CODE OF CONDUCT / COMPLIMENTARY BUS PASSENGERS / REQUEST CHANGES

This is all Managed by the Public Transport Authority – School Bus Services
In the **first instance contact your contractor direct**

Then if you still require action, follow up, advice or just want to make your report known ring: 9326 2080 or email SBSEasternGoldfields@pta.wa.gov.au

A great source of information is: <http://www.schoolbuses.wa.gov.au/>



PARTNERSHIPS

SCHOOL BOARD

In 2015 our School accessed the flexibilities associated with being an IPS and is governed by a pro-active School Board. Board members give considerable time and effort to fulfil their roles. The Board deals with the strategic or 'Big Picture' aspects of the School. Operational or day to day running is done by the Principal. All Board members undertake training and below outlines their scope of operation.

The functions of Councils/Boards are prescribed by the *School Education Act 1999* and the *School Education Regulations 2000* as follows:

Take part in:

- Establishing and reviewing from time to time, the school's objectives, priorities and general policy directions;
- Planning financial arrangements necessary to fund those objectives, priorities and directions;
- Evaluating the school's performance in achieving those objectives, priorities and directions;
- Formulating codes of conduct for students at the school; and
- The selection of, but not the appointment of, the school principal or any other member of the teaching staff if prior approval is given.

Approve of:

- A charge or contribution determined by the principal for the provision of materials, services and facilities;
- The costs determined by the principal to be paid for participation in an extra cost optional component of the school's educational program;
- The items determined by the principal to be supplied by a student for the student's personal use in the school's educational program; and
- An agreement or arrangement for advertising or sponsorship in relation to a government school.

Determine:

- In consultation with students, their parents and staff of the school, a dress code for students when they are attending or representing the school.

Provide advice to the principal of the school:

- On a general policy concerning the use in school activities of prayers, songs and material based on religious, spiritual or moral values being used in a school activity as part of religious education; and
- On allowing time for the special religious education of students in the school, up to a total of 40 hours in a year.

Promote:

- The school in the Community.

The responsibilities of a Board are to:

- Comply with the Board's terms of reference.
- Liaise with other committees within the school e.g. the Parents and Citizens' Association;
- Hold an annual public meeting once in every calendar year that is open to the public. An annual report will be presented at the meeting to advise the school community of the performance of the Board in the last year; and
- Hold meetings that are generally open to the public.

A Board does not:

- Manage the day to day running of the school (for example, staff management, and student assignment to classes);
- Discuss individual issues relating to teachers, staff or parents;
- Represent specific interest groups, or permit special interests to dominate the agenda of the Board;
- Intervene in the educational instruction of students; borrow money or obtain funds; purchase property; or
- Performance manage the principal or any other Department of Education employee.

Role of Board members

- Parent members of Boards bring their experience as parents at the school, and the views and context of the wider school community;
- Community members may bring expertise such as business, or accounting skills that the Board is looking for at that time; and
- Department of Education employees bring their educational expertise.

The Board is made up of the following members:

NAME	ROLE OF BOARD	TERM OF OFFICE
Bruce Gibson	Principal	Ongoing
Darren Marquis	Parent	Until end of 2021
Vacant	Parent	Until end of 2022
Jessica Collins	Chairperson	Until end of 2022
Janice Melville	Staff	Until end of 2021
Tim Goulter	Staff	Until end of 2021
Alyce Ventris	Community Rep	Until end of 2022
Jethro Sobejko	Executive Officer	Ongoing

Meetings are once a term at least, as determined by standing business needs. An Annual Public meeting is advertised for interested parties to view. Minutes are retained on the school website.

PARENTS & CITIZENS (P&C) ASSOCIATION

P&C General Meetings are held at least once a term depending on the events being planned. Sub-committees of the P&C meet on a needs basis. The Mukinbudin P&C Association has a strong tradition of supporting students and teachers at the school. All parents are encouraged to attend and contribute to the General Meetings. Membership to the P&C is \$1.00 which allows voting at meetings and election to Committees. Membership is from AGM to AGM (inc).

2019 P&C OFFICE BEARERS

PRESIDENT	Romina Nicoletti
VICE PRESIDENT	Lara Ballantyne
SECRETARY	Trevor Shadbolt
TREASURER	Louise Sellenger

AGM 10th Feb 2020 7PM @ School staffroom
All position are vacant at this meeting

SPORTS INFORMATION

DISA FACTION SPORTING COMPETITIONS

The school is divided into two factions, Green and Gold. All children will be placed in a faction upon enrolment. Each faction competes against students from Nungarin PS, Trayning PS, Beacon PS, Koorda PS and Bencubbin PS at the DISA Swimming Carnival in Term 1, DISA Cross Country in Term 2 and a DISA Athletics Carnival in Term 3. Dates will be advised in the school newsletter. From the Swimming and Athletics Carnivals, students with the highest achievement across all schools and have Good Standing will be invited to compete at the Interschool Carnivals in Merredin.

EVENT	HOST	PLACE	TERM
DISA Swimming	Trayning	Trayning	Term 1
DISA Cross Country	Nungarin	Nungarin	Term 2
DISA Athletics	Beacon	Beacon	Term 3

SWIMMING LESSONS

Whole school swimming lessons (PP-Year 10) commence in Term 4. These lessons are free and instruction is by qualified swimming instructors. There are 10 lessons of 40 minutes duration which go for a fortnight.

INTERSCHOOL SPORTS AND FIXTURES

MDHS participates in Interschool sporting activities in Merredin each year. When it is necessary to travel to another school a note will be sent home detailing the date, purpose of the trip, cost and mode of transport. Parental consent is required for the child to participate.

Sporting events play a vital role in our community. Parent volunteers are called upon regularly to help in many ways, for example; coaching, umpiring, marshalling and setting up.

At Carnivals there is a strong parent and family presence. Parents are required to take their children to the event and the Carnival is run by the hosting school along with the parent committee of that town in conjunction with parent volunteers from all towns. The school will communicate out the requirements for volunteers at these events via Facebook and Connect.

UNIFORM

OFFICIAL SCHOOL COLOURS – BOTTLE GREEN AND GOLD

The Mukinbudin District High School community actively encourages the wearing of school uniforms and strongly recommends **that all items are clearly labelled and identifiable**.

Uniforms are seen as desirable for a number of reasons:

- They promote identity with the school
- They promote pride in the school
- They encourage a sense of unification and belonging
- They eliminate competition in dress issues
- They allow for ready identification of school members on excursions and thereby promote student safety

This school has a 'No Hat - No Play in the Sun' policy enforced all year round. Students are required to wear a wide brimmed hat for all outdoor activities. This is in line with the schools SunSmart policy. The P&C have school hats that are available for purchase from the front office.

Jewellery, other than watches, is not permitted. For example, dangling earrings constitute a safety hazard and are dangerous, although 'sleeper' or 'stud' type earrings are acceptable.

Suitable covered footwear must be worn. Please note: THONGS (including girls fashion thongs) are not acceptable.

All students & staff are not admitted to Home Economics, Industrial Arts or Science practical classes unless they are wearing enclosed shoes.

Makeup is not permitted and students will be asked to remove any present.

REVISED DRESS CODE: 2019-2021

SUMMER UNIFORM

- Bottle green or black shorts / skirt
- MDHS polo shirt
- Green and white check dress or skirt
- Green & Gold polo dress
- Short plain socks
- MDHS bucket hat

Please note

- The bottle green and gold polo shirt is preferred for Interschool Carnivals
- Additional winter apparel such as beanies, scarves, etc to be in line with the *Principles of the Dress Code* and not worn inside without specific teacher permission

WINTER UNIFORM

- Bottle green or black tracksuit / sports pants or skirt
- Black or green tights w shorts/skirt
- MDHS polo shirt
- MDHS polar fleece zip up jacket
- Short plain socks
- MDHS bucket hat

SPORTS UNIFORM

- Bottle green / black shorts or skirt with black sports brief
- Bottle green polo shirt (green faction)
- Gold polo shirt (gold faction)
- Bottle green or black tracksuit / sports pants
- Mukinbudin Swimming Club or plain black bathers / board shorts or plain black skins (recommended only)
- MDHS polo shirt (for Interschool carnivals only)

- MDHS Country week jacket
- MDHS bucket hat

Please ensure ALL items of clothing are **clearly marked** with your child's name e.g. shoes, socks, jumper, hat.

AVAILABILITY OF DRESS CODE ITEMS

- MDHS bucket hat – Available from the School Office
- MDHS polo shirt – Available from Mukinbudin News & Post
- MDHS polar fleece zip up jacket – Available from Mukinbudin News & Post
- Swimming club bathers – Kerry Walker (9047 1407)
- All other articles available at most major retailers
- A small supply of second-hand school clothes are available based on supply from the school
- Students whose families may experience financial difficulties regarding the purchase of a uniform should contact the Front Office (Manager Corporate Services or Deputy) to discuss the situation

MODIFICATIONS TO THE DRESS CODE

Students who, for religious or health reasons, wish to modify the school dress code are required to make an appointment with the Principal or designated staff member. Staff will be informed of any student granted a modification to the dress code.

FREE DRESS DAYS

On occasions as advertised and in the evenings on school camps students are permitted to wear free dress so long as it complies with the following guidelines;

- It appropriately covers the student in a manner that is respectful to themselves and others; and
- It maintains student safety while carrying out activities i.e. stiletto heels and dangly earrings present a hazard if required to participate in physical activity.

SANCTIONS

Students not following the dress code will receive:

- A note to parents advising of inappropriate dress
- Counselling from a designated staff member on the benefits of a dress code
- Assistance/support in obtaining suitable clothing, if necessary; and

Students who still do not comply with the school's dress code will be denied the opportunity to represent their school at:

- Official school activities
- Interschool sports competitions

Other sanctions may include the use of the school consequence chart as per the school behaviour policy.

REVIEW / ENDORSEMENT

This policy has been reviewed and endorsed by our:

- Community Consultation including P&C and Staff: 2017
- School Board Endorsed: 2017 and is due for review in June 2021.

LOST PROPERTY

To help prevent lost property being unclaimed, it is important that you label all children's clothing with a permanent marking system.

HEALTH INFORMATION

ADMINISTERING MEDICATIONS AT SCHOOL

Medication, prescription and non-prescription, can be administered at school by Administration staff over either a short or long term period provided the correct procedure is followed.

Short Term Administration – Parents may request Administration staff to administer prescribed or non-prescribed medication to students for a short period of time. Parents are required to complete an 'Administration of Medication' form or a 'Letter to Parents – Short Term Medication'. This is a signed form

from the parents informing the school of the medication, dosage required (doctor's prescription—printed label on the medication) and the time(s) for administering the medication. These forms can be accessed through the front office or via our website www.mukinbudindhs.wa.edu.au. All short term medication is to be administered by the Administration staff.

Long Term Administration (more than 2 weeks) – Parents may request school staff to administer prescribed or non-prescribed medication to students to manage an ongoing medical condition. Instructions and authorisation for the administration of long term medication will be recorded in the student's *Health Care Summary* plan. When these plans are established all staff are provided with an Action Plan eg. Anaphylaxis, Asthma and Diabetes.

DENTAL CLINIC

A Mobile Dental Clinic visits the school each year and caters for all children with dental therapists and assistants in attendance. This service is free for all children. Enrolment forms are sent home with the children. The school will be notified of our scheduled visit times during the year.

SCHOOL HEALTH NURSE

A School Nurse visits the school throughout the year. Selected year groups receive eyesight and hearing screening checks. The Nurse will contact parents should a problem be discovered during these screening sessions. The Nurse also carries out regular checks on all children's health and assists the school by investigating and referring obvious health problems, which may cause educational concerns. Scheduled immunisation programs are also administered by the school nurse. Parents may also request, through the school, that health problems be checked.

VISITING HEALTH SERVICES

A Speech Pathologist is available for appointments at the school for testing or intervention sessions. An Occupational Therapist is also available for testing and intervention sessions. Visits to the school are on a needs basis. A School Psychologist also makes regular visits. Students can be referred for counselling and/or assessment of learning difficulties by teachers or parents. Parents are consulted and consent gained prior to referrals being processed. Diagnosis of difficulties and intervention with suitable teaching strategies is most effective during the early years of schooling. Referrals will be made as soon as possible after a student's difficulties have been identified.

Please contact the school if you wish your child to be referred to any of the above services.

COMMUNICABLE DISEASES

A list of common childhood illnesses and complaints, their treatment, and details of their communicability are printed below for your information. Electronic versions of this information is available on our school website at www.mukinbudindhs.wa.edu.au

Cold Sores

- Transmission: Direct contact with weeping vesicles
- Incubation period: 3 to 10 days.
- Infectious period: 2 to 7 weeks.
- Exclusion: Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
- Contacts: Do not exclude.

Chicken Pox

- Transmission: Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.
- Incubation period: From 13 to 17 days.
- Period of communicability: From 5 days before rash to 5 days after onset of first crop of vesicles.
- Exclusion from school: Exclude until fully recovered, or until at least 5 days after the eruption first appears. Some remaining scabs do not justify continued exclusion.
- Contacts: Any children with immune deficiencies (eg. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

- Immunisation: Available from GP at parent expense.

Conjunctivitis

- Transmission: Direct or indirect contact with secretion from infected eyes.
- Incubation period: 1 to 3 days.
- Period of communicability: While eye discharge is present.
- Exclusion from school: Exclude until discharge from eyes has ceased.
- Contacts: Not excluded.

Diarrhoea

- Transmission: Many modes of transmission, depending on causative organism, usually through contaminated hands, food and drink.
- Incubation period: Hours to days.
- Period of communicability: Days to weeks.
- Exclusion from school: Exclude until diarrhoea has ceased.
- Contacts: Not excluded.

Head Lice

- Transmission: Contact with infected person or clothing.
- Incubation period: 1 to 7 days.
- Period of communicability: Until lice and nits (eggs) are destroyed.
- Exclusion from school: Exclude until day after treatment has commenced.
- Contacts: Do not exclude. Family contacts may be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

Impetigo (School Sores)

- Symptoms include itchy pustules and scabs
- Transmission: Direct contact with skin lesions
- Incubation period: Usually 4 to 10 days
- Infectious period: As long as there is discharge from untreated lesions
- Exclusion: Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
- Treatment: Antibiotic treatment available from a Dr.

Influenza (Flu)

- Symptoms include fever, chills, headache, muscle pain, sore throat and cough
- Transmission: Airborne or droplet
- Incubation period: Usually 1 to 4 days
- Infectious period: Usually 1 day before onset of symptoms until 7 days after
- Exclusion: Exclude until all symptoms are resolved
- Treatment: Varies according to symptoms

Measles NOTIFIABLE

- Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period: 7 to 18 days (usually 10 days).
- Period of communicability: From 5 days before to 4 days after the appearance of the rash.
- Exclusion from school: Exclude, re-admit on medical certificate of recovery, or at least 4 days after appearance of the rash, if well.
- Contacts: Do not exclude immunised contacts. (It is recommended that all children be immunised against measles, preferably at 12 months of age and certainly before entry into pre-school or day care centre unless they have had the disease). Unimmunised contacts should be excluded for 14 days after the appearance of rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.
- Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 10-16 years of age.

Mumps

- Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period: 12 to 25 days.
- Period of communicability: From 6 days before to 9 days after the swelling.
- Exclusion from school: Exclude for at least 9 days after onset of symptoms.

- Contacts: Do not exclude. Recommend immunisation if not vaccinated.
- Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 11 to 16 years of age.

Norovirus Gastroenteritis (GASTRO)

- Transmission: Contact with infected person, food, vomit or stool particles
- Incubation period: from when the person feels ill until at least 48 hours post vomiting/ diarrhoea
- Period of communicability: as above
- Exclusion from school: Exclude for a MINIMUM of 48 hours after symptoms have ceased
- Contacts: Not excluded.

Ringworm

- Transmission: Contact with infected persons, articles or animals - especially cats.
- Incubation period: 4 to 14 days.
- Period of communicability: As long as lesions contain fungus and spores.
- Exclusion from school: Exclude until the day after treatment has commenced.
- Contacts: Not excluded.

Rubella NOTIFIABLE

- Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person.
- Incubation period: 14 to 23 days.
- Period of communicability: From 7 days before to at least 4 days after the onset of symptoms or rash.
- Exclusion from school: Exclude; re-admit on recovery or 4 days after onset of rash.
- Contacts: Not excluded.
- Immunisation: Measles/Mumps/Rubella vaccine from 12 months of age and between 10 and 16 years of age.

Scabies

- Transmission: Contact with infected person, clothing or bedding.
- Incubation period: Itching usually begins within 48 hours.
- Period of communicability: Until mites and eggs are destroyed.
- Exclusion from school: Exclude until the day after treatment has commenced.
- Contacts: Not excluded. Family contacts will probably be infested and should be treated.

EARLY CHILDHOOD INFORMATION

KINDERGARTEN SESSION TIMES

Kindergarten will commence on Tuesday 4th February 2020.

School times: 8:50am – 3:00pm

Semester 1: Tuesday / Thursday

Semester 2: Tuesday / Thursday / Friday



EARLY CHILDHOOD EDUCATORS

Kindergarten & Pre-primary Teacher: Miss Kate Johnson

Education Assistant on Kindy Days: Mrs Janice Melville

Year 1 & 2 Teacher: Kari Lamond & TBC

Our school offers the full complement of 15 hours a week from day one for Kindergarten students. If you feel the full complement of Kindergarten hours does not suit your child at the start of the school year, a transitioning period can be negotiated with the Principal.

SAFETY

Children must be accompanied into the centre by an adult and will not be permitted to leave until a parent or other adult comes to the door. Children should not be left at the centre any earlier than **8:35am** (with the exception of bus students).

Parents are welcome in the classroom at drop off and pick up times. If you do arrive early, please reinforce with your child that they should continue to remain with the class and listen to their teacher until they are dismissed. If you are running late, or in case of an emergency, please contact the school so that suitable arrangements can be made for your child.

BUSES—please notify the bus driver and the school of any bus changes relating to your child.

HELPFUL HINTS

- If your child becomes upset as you leave, it is best not to linger. Generally, children are fine after their parents have left; we will contact you if your child continues to be upset.
- It is important you notify us of any changes to your address or emergency contact numbers. Being unable to contact parents or emergency contacts can add to your child's distress. Please include mobile numbers on your admission form.
- It is important to let the teacher know if something has happened that may adversely affect your child's behaviour. For example, there may have been sickness in the family, a family upset or their pet died. Often a small note or a quick phone call to the teacher is all that is needed. If it is necessary to speak personally to the teacher, please make an appointment so that the issue can be discussed as soon as possible.
- It is best to keep your child's toys at home as they can get lost or broken. This does not include things of special interest that your child may wish to show the other children at the centre. Children are encouraged to bring one item a week into share with the class for sharing.

PARENT INVOLVEMENT

Parents and Care Givers are welcome and encouraged to participate in their child's learning by being on the parent roster. Each term a sign-up sheet will be placed at the front entrance to the centre so parents can nominate when and if they are available to come into the classroom as a Parent Helper. Parents on the roster are asked to sign in at the centre on arrival.

All parent helpers must complete a 'Confidentiality Declaration' to ensure that the school meets its 'Duty of Care' provisions.

TELEPHONE CALLS

Parents may phone the office and leave a message that will be passed on to the teacher at the first available opportunity. Teachers will not be called out of class to accept a telephone call unless the matter is urgent.

ATTENDANCE

Attendance for Kindergarten is compulsory. Irregular attendance may disrupt your child from settling into school and establishing friendships. Please notify us of the reason for any prolonged absence, especially in the case of infectious diseases. Information about infectious diseases is included in this booklet or is available from the school website or app.

SCHOOL BAGS

Kindy children are often still quite small so some consideration needs to be given when purchasing backpacks / bags for school.

- Backpacks are best if the bottom of the bag sits at the waist line of the child.
- Lighten the load - No matter how well designed the back pack, doctors and physical therapists recommend that children carry backpacks of no more than 10% to 15% of their body weight – but less is always better. If you don't know what that 10% to 15% feels like, use bathroom scales to weigh your child.

NQS

The National Quality Standard (NQS) sets a high national benchmark for early childhood education. The standards include seven quality areas that are important outcomes for children. We are assessed and rated by an independent regulatory authority against these standards. At MDHS, our NQS philosophy is,

'At Mukinbudin District High School, we strive to develop a positive and warm environment where students feel connected to our school community. We aim to educate and nurture the whole child to ensure each child is supported to feel secure, confident and included. Interactions with each child are respectful, responsive and build mutual, trusting relationships. This consideration extends to our partnerships with families and the broader community. Educators deliver a balanced program by using a combination of explicit teaching and fostering play-based learning through intentional interactions and learning environments. We recognise our students as 21st century learners and we facilitate the development of their positive attitudes including curiosity, persistence and resilience. Our school community is committed to ongoing improvement through continual reflection and professional learning to ensure we are providing the best possible education and care for our students.'

2020 VOLUNTARY CONTRIBUTIONS AND CHARGES

Mukinbudin District High School Tel: 9047 1053 ABN: 16 928 461 409		<h3 style="margin: 0;">VOLUNTARY CONTRIBUTIONS AND CHARGES</h3> <h4 style="margin: 0;">PRIMARY</h4>								
VOLUNTARY CONTRIBUTIONS		CHARGES								
YEAR	AMOUNT	ITEM	K	PP	1	2	3	4	5	6
K/PP	\$60.00	Craft Activities	\$30	\$30						
Year 1	\$60.00	The Arts	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
Year 2	\$60.00	Learning Activities	\$20	\$20	\$20	\$20	\$20	\$20	\$20	\$20
Year 3	\$60.00	Incursions/Excursions	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80
Year 4	\$60.00	In Term Swimming		\$35	\$35	\$35	\$35	\$35	\$35	\$35
Year 5	\$60.00	Inter-School Competitions		\$20	\$20	\$20	\$20	\$20	\$20	\$20
Year 6	\$60.00	Camps/Overnight Excursions					\$150	\$150	\$250	\$250
PAYABLE BY 22nd MARCH 2020		Year 6 Graduation								\$85
		Technologies (Maker Space, etc)	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
		TOTAL	\$220	\$275	\$245	\$245	\$395	\$395	\$495	\$580
		*Charges - Extra Cost Options. Additional cost items such as camps/incursions/excursions are estimated maximum costs. Payment may be requested during the school year when costs and participation by students is confirmed.								

Mukinbudin District High School Tel: 9047 1053 ABN: 16 928 461 409		<h3 style="margin: 0;">VOLUNTARY CONTRIBUTIONS AND CHARGES</h3> <h4 style="margin: 0;">SECONDARY</h4>						
VOLUNTARY CONTRIBUTIONS		CHARGES						
YEAR	AMOUNT	ITEM	7	8	9	10	11	12
Year 7	\$235.00	The Arts	\$60	\$60	\$60	\$60	\$60	\$60
Year 8	\$235.00	Home Economics Activities	\$50	\$50	\$50	\$50	\$50	\$50
Year 9	\$235.00	Design & Technology	\$100	\$100	\$100	\$100	\$100	\$100
Year 10	\$235.00	Physical Education Activities & Carnivals	\$50	\$50	\$50	\$50	\$50	\$50
Year 11	SENT DIRECT FROM SIDE	Interm Swimming	\$35	\$35	\$35	\$35		
Year 12	SENT DIRECT FROM SIDE	Incursions/Excursions	\$160	\$160	\$160	\$160	\$200	\$200
		Camps/Overnight Excursions	\$200	\$200	\$200	\$200	\$300	\$300
		Country Week	\$350	\$350	\$350	\$350	\$350	\$350
PAYABLE BY 22nd MARCH 2020		Graduation/Leavers Shirts						\$85
		TOTAL	\$1005	\$1005	\$1005	\$1005	\$1010	\$1095
		*Charges - Extra Cost Options. Additional cost items such as camps/incursions/excursions are estimated maximum costs. Payment may be requested during the school year when costs and participation by students is confirmed.						

Please note that the level of Charges & Voluntary Contributions has been approved by the School Board. A more comprehensive breakdown of Contributions and Charges is available on our website or through the front office.

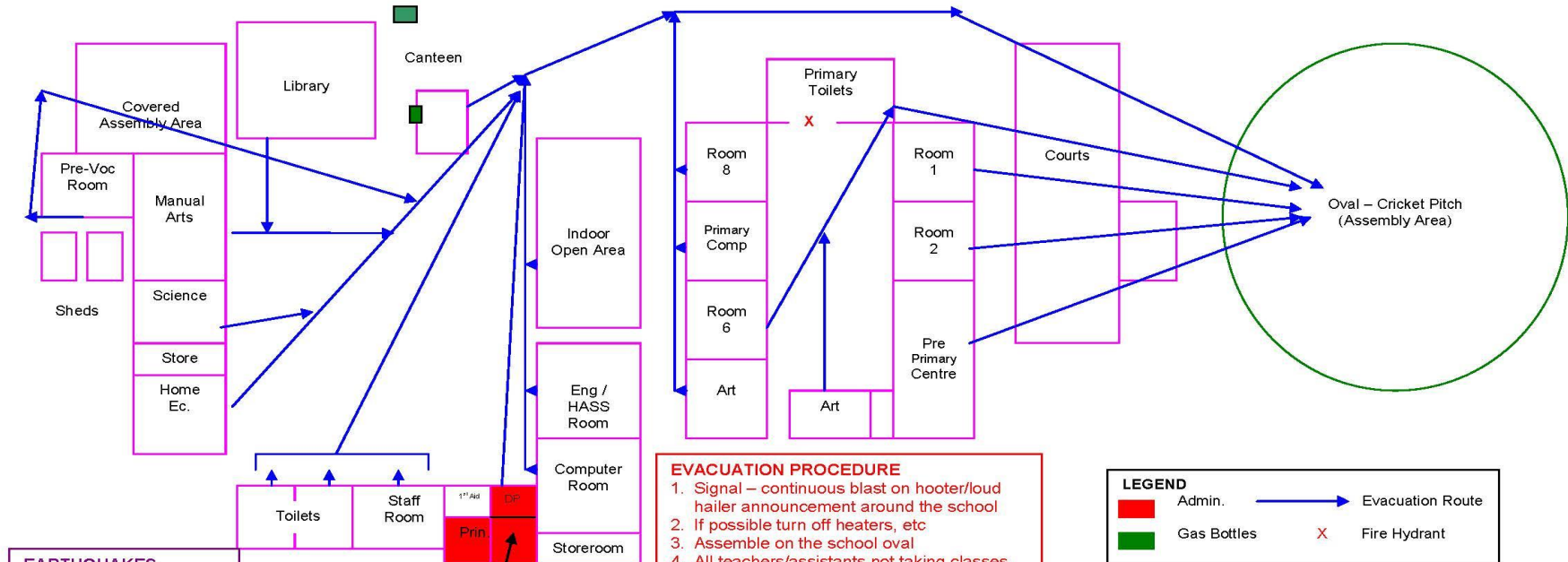
We prefer Direct debit (*However Cash & Cheque are accepted at the Front Office*):

BSB: 633 000

Acct No: 141864017

Reference: FAMILY NAME, FIRST INITIAL. CONT

SCHOOL EVACUATION PLAN



EARTHQUAKES
Remain in room with students to get under desks and teachers to stand in doorways to ensure students keep calm. Await further instructions from Zone Wardens.

FRONT OFFICE STAFF WILL BRING CLASS ROLLS & EMERGENCY KIT TO OVAL

LOCKDOWNS

- > Signal – series of short blasts on hooter/loud hailer announcement around the school
- > All students and teachers report to relevant classroom/form room – check roll and inform Office if missing students
- > Secure and remain in rooms until given all clear by the zone wardens
- > Zone Wardens – Primary: Principal
Secondary: Deputy Principal
- > Lockdown procedures apply to all incidents where student safety is paramount including strangers on the school site, potential fire risks, chemical risks and gas spills

- EVACUATION PROCEDURE**
1. Signal – continuous blast on hooter/loud hailer announcement around the school
 2. If possible turn off heaters, etc
 3. Assemble on the school oval
 4. All teachers/assistants not taking classes are to go directly to the oval – teachers on DOTT must collect on the oval
 5. All teachers with classes are to take their class to the oval as per the route outlined in the map
 6. Office staff to ring Fire and Rescue/Police/Ambulance as necessary prior to moving to the oval
 7. Administration staff to check as per outlined procedure prior to moving to the oval

Useful Numbers:

000 – Police, Ambulance, Fire
 9622 0200 – Regional Office
 0457 541 812 – Principal’s Mobile
 9047 2100 – Shire of Mukinbudin
 0477 397 801 – Deputy Mobile

LEGEND

■ Admin.	→ Evacuation Route
■ Gas Bottles	X Fire Hydrant

CHECKING PROCEDURE AFTER STAFF AND STUDENTS HAVE EVACUATED (Zone Wardens)

SCHOOL OFFICER, Administration, Staff Room, Print Fire Rolls + Visitors’ Book and take to oval area – inform Principal if any unaccounted visitors

PRINCIPAL/ DEPUTY –, All Primary areas, Primary Toilets, Pre-Primary, Art Rooms,

MCS – Indoor Open Area Undercover Area, All Secondary areas, Canteen, Gardener Shed, Library and all Toilets in Secondary areas

Person In Charge has an **Orange Vest** to wear in Incident Kit

MUKINBUDIN DISTRICT HIGH SCHOOL
SITE PLAN
Emergency Evacuation Procedure
Lockdown Plan