

Macarthur Street

PRIMARY SCHOOL

Information Booklet 2024

Macarthur Street Primary School
401 Macarthur Street
Soldiers Hill
VIC 3350

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Website: www.macps.vic.edu.au

Principal: Mr Anthony Cross

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Welcome

Macarthur Street Primary School extends a very warm welcome to members of our school community. At Macarthur Street, we strive to provide a safe environment in which every child is valued, their wellbeing fully nurtured and their academic potential realised. In your child's classroom we facilitate a developmental curriculum which is compatible with our understanding of the ways in which children learn and develop. This approach makes learning relevant and meaningful to every child.

It employs a range of approaches to learning involving the children in active inquiry and capitalising on children's interests and experiences. Our curriculum challenges all students at their point of need and develops self-esteem, nurtures positive attitudes towards others and their learning environment.

At Macarthur Street Primary School (MSPS) we actively promote a school/home partnership. Parents are encouraged to communicate regularly with us with regard to their children and opportunities for school community feedback are provided. We appreciate the fact that parents support us by reinforcing the values and skills which are promoted and developed at MSPS. This alignment with the school assists in ensuring that children value their education and get the most out of their school experience.

At MSPS we welcome and value parents'/carers participation in the life of our school, it is an important factor in making sure that the best possible learning outcomes are achieved by children. It also makes it possible to greatly increase the range of worthwhile activities we do at school. You can participate both formally and informally through:

- Parent helpers in classrooms
- Assistance with sport or athletics
- · Participation in school excursions or whole school activity days
- Joining School Council or a School Council Sub-Committee
- · Supporting social/fundraising events.
- Staying up to date with news about what is happening at school.

We are confident that you will enjoy your time at MSPS and look forward to a long and happy association with you.

Mr Anthony Cross Principal

GENERAL INFORMATION

OFFICE HOURS

8:00am – 4:00pm Monday to Friday.

Telephone: 03 5332 4746

School email: macarthur.street.ps@education.vic.gov.au

2024 TERM DATES

| TERM | START DATE | FINISH DATE | LENGTH |
|----------|-----------------------|---------------------|----------|
| Term 1 | Tuesday 30 January | Thursday 28 March | 9 Weeks |
| Holidays | Friday 29 March | Sunday 14 April | |
| Term 2 | Monday 15 April | Friday 28 June | 11 Weeks |
| Holidays | Saturday 29 June | Sunday 14 July | |
| Term 3 | Monday 15 July | Friday 20 September | 10 Weeks |
| Holidays | Saturday 21 September | Sunday 6 October | |
| Term 4 | Monday 7 October | Friday 20 December | 11 Weeks |

PUBLIC HOLIDAYS - 2024

Monday 11 March

Friday 29 March

Thursday 25 April

Monday 10 June

Tuesday 5 November

Labour Day

Good Friday

Anzac Day

Kings's Birthday

Melbourne Cup

DAYS TO REMEMBER:

Wednesday: Canteen Day - 7.30am cut off time to order Canteen lunches on Qkr app!

Fridays: Newsletter (Mac News) fortnightly send out on the even weeks of term on a Friday and Assembly takes place on the odd weeks of term on a Friday in the Library or outside undercover area (depending on weather) at 2.50pm.

DAILY STRUCTURE:

| 8.50am | Bell rings and students enter the classroom. *We ask that parents have left the classroom by 8.55am School gates are locked at 9.00am, students who are late need to sign in at the Office where they will receive a late pass. School gates will not open until 3.15pm in the afternoon. | |
|-------------------|---|--|
| 8.57am | Music commences | |
| 9.00am | Bell rings and learning time begins (Literacy). | |
| 10.00am | Literacy | |
| 11.00am - 11.15am | Eating time (lunch) | |
| 11.15am - 11.45am | Lunch play outside | |
| 11.45am - 1.45pm | Numeracy/specialist/knowledge time | |
| 1.45pm - 2.15pm | Recess play outside (students get a snack break during this time) | |
| 2.15pm - 3.15pm | Specialist/knowledge time | |
| 3.15pm | Home Time | |
| 3.30pm | All external school gates locked | |

KEEPING IN TOUCH

SCHOOL NEWSLETTER

To keep you informed of school activities, a newsletter, known as 'Mac News', is produced fortnightly on a Friday (even weeks of term), distributed to families via Compass, placed on our web page and Facebook Page. Our newsletter is our most vital form of communication to you of events and information regarding your child's school activities. There are limited copies of the school newsletter available from the school's General Office.

COMPASS

We are a Compass school, this is the platform we use for communication, reporting, parent/teacher conferences etc.

All new families will receive their Compass Portal user and password on the students first day of school.

In 2024, we will use Compass to monitor student behaviour and to reward students.

Compass connect will be used by each teacher to bring you into the classroom with photos of what your child has been doing.

FACEBOOK



Our school also has a Facebook page https://www.facebook.com/macarthurstreetps
Facebook is another tool we use to communicate with our parents and school community.

SCHOOL WEBSITE

Our school website, <u>www.macps.vic.edu.au</u>, is a source of information for the school and wider community to use to keep up to date with school events, projects and communications.

ABSENCES

It is important that parents notify the school of absences which occur. This can be done through Compass, by email or by ringing the school office on 03 5332 4746. The Department of Education and Training requires that all absences are explained; this is a legal requirement. If your child is absent for three or more days consecutively, a medical certificate is required.

ACCIDENTS

At Macarthur Street PS every effort is made to avoid accidents. However, in the event of an accident we provide necessary first aid for your child's welfare. If further medical assistance is required every endeavour will be made to contact you.

You can help in this regard by ensuring that we always have up to date telephone contact details for parents/guardians and an emergency contact person. Please inform the office when changes occur in employment and/or telephone numbers.

ASSESSMENT AND REPORTING

Assessment and Reporting are essential elements of the learning and teaching process and are vital to the way students think about themselves and are engaged in the process of learning.

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed and consistent judgements against the Victorian Curriculum to improve future student learning.

Reporting is the process by which information on student achievement, including plans for their future learning, is communicated to students, parents and other teachers.

The Assessment and Reporting program enables parents to be fully informed of their child's progress.

Elements of the program are:

- Written reports at the end of terms two and four
- Three Way Conferences (Parent, Teacher & Student) meetings held in June or July to discuss student progress, areas for development and goal setting.

SPECIALIST PROGRAMS

At Macarthur Street Primary School Specialist Programs are provided in:

- Visual Arts/Performing Arts
- Cooking
- STEAM/Science
- Language Other Than English Auslan
- Physical Education

CANTEEN

The Canteen is an external provider and is open on a Wednesday for lunch orders. All orders are to be completed using the QKR! App by 7:30am of the Wednesday morning.

2024 MENU/PRICE LIST:

| HOT FOOD | PRICE |
|--|--------|
| Meat Pie | \$5.00 |
| GF Meat Pie (GF) | \$5.80 |
| Vegie Pastie (V) | \$5.00 |
| Party Pie | \$1.30 |
| Party Sausage Roll | \$1.40 |
| Tomato Sauce | \$0.50 |
| LUNCHES OFF THE GRILL | PRICE |
| Chicken Snitzel Burger, Letuce, cheese, mayo | \$6.35 |
| BBQ Beef, cheese and bacon Roll | \$6.10 |
| Cheeseburger | \$5.95 |
| Chicken Parma Roll | \$6.20 |
| OTHER HOT OPTIONS | PRICE |
| Pizza - Hawaiian | \$3.80 |
| Pizza - Cheese | \$3.60 |
| GF Pizza (Cheese) | \$4.50 |
| Dim Sim 2 Pack | \$2.80 |
| Toastie - Cheese / Ham & Cheese | \$4.10 |
| Toastie - Ham, Cheese, Tomato / Chicken & Avo | \$4.30 |
| CHOOSE A WRAP, SANDWICH OR ROLL | PRICE |
| Salad (V) | \$5.10 |
| Ham and Salad | \$5.30 |
| Chicken and Avo | \$5.50 |
| Chicken and Salad | \$5.50 |
| Note Rolls or Wraps Extra | \$1.00 |
| Chicken Caesar Wrap | \$5.50 |
| FRUIT | PRICE |
| Fruit Salad (V) (GF) | \$3.00 |
| Sushi Twin Packs (crispy chicken, Salmon,califonia,Tuna,Vegetarian,Teriyaki chicken) | \$6.95 |
| HOMEMADE SWEET TREATS | |
| Hedgehog/Peppermint Slice | \$3.40 |
| Large Chocolate Chip Cookie | \$2.90 |
| Mini Muffin - Choc Chip, Blueberry, Banana (V) | \$2.90 |
| DRINKS | PRICE |
| Fruit Box - Apple, Apple&Raspberry, Tropical | \$2.20 |
| Small Flavoured Milk - Chocolate, Strawberry | \$3.20 |
| Bottled water | \$1.50 |

CLASSROOM HELPERS

Parents are encouraged to assist in classrooms helping teachers and students in many very practical ways. These can include, but are not limited to hearing children read, helping in the classroom with small group or individual activities, making and/or organising resources, helping on excursions, assisting in the running of sports programs etc. Contact your child's teacher to find out how you can assist.

CURRICULUM DAYS - STUDENT FREE DAYS

The Department of Education and Training (DET) deems four Curriculum Days per year to be allocated as days where children are not required at school. These days are used for Professional Development sessions for teachers, Curriculum/Policy Planning Days and Parent Reporting.

DET have allocated the first day of Term 1 as a Student Free Day across the State of Victoria. Parents will be informed of the dates for the remaining Curriculum days. This will be done via the School Newsletter, the calendar section, and Up Coming Events section on our webpage.

ILLNESS

Whenever children become ill at school, they will be cared for while a parent or emergency person is being contacted to take charge of them.

Parents are asked to leave any medication to be taken during the day at the office and complete a medication plan. All medications will be placed in a sealed container in the Office with the child's name, date and dosage written on it.

It is expected that no child will be sent to school while suffering from contagious diseases, vomiting, diarrhoea, fever etc. Please keep children home until they are well enough to participate in learning programs.

IMMUNISATION CERTIFICATE

Children who begin school require an Immunisation Certificate. Children who are not immunised should be excluded from school if there be an outbreak of measles, diphtheria, polio or whooping cough.

You can find immunisation information on your MyGov account under Medicare.

INJURIES AND INSURANCE AT SCHOOL

The Department of Education and Training does not hold accident insurance for school students. Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any ambulance/transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health fund, you may also be able to claim transport or other expenses from the fund.

INFECTIOUS DISEASES

Throughout your children's primary school life they will probably come into contact with one or more of the common infectious diseases. The list below contains some of the more common infectious diseases and the exclusion requirements of the child concerned.

| Conditions | Exclusion of cases | Exclusion of contacts |
|--|---|--|
| Chickenpox | Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded |
| Conjunctivitis | Exclude until discharge from eyes has ceased | Not excluded |
| Cytomegalovirus (CMV) infection | Exclusion is not necessary | Not excluded |
| Diarrhoeal / Gastroenteritis illness | In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or a lose bowel motion for 24 hours | Not excluded |
| Diphtheria | Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later | Exclude family/household contacts until cleared to return by the Chief Health Officer |
| Glandular fever (Epstein-Barr Virus infection) | Exclusion is not necessary | Not excluded |
| Hand, Foot and Mouth disease | Exclude until all blisters have dried | Not excluded |
| | Exclude until 48 hours after initiation of effective therapy | Not excluded |
| Hepatitis A | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness | Not excluded |
| Hepatitis B | Exclusion is not necessary | Not excluded |
| Hepatitis C | Exclusion is not necessary | Not excluded |
| Herpes (cold sores) | Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible | Not excluded |
| Human immunodeficiency virus infection (HIV) | Exclusion is not necessary | Not excluded |
| Impetigo | Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing | Not excluded |

| Influenza and influenza | Exclude until well | Not excluded unless considered necessary by |
|---|--|---|
| like illnesses | | the Chief Health Officer |
| Leprosy | Exclude until approval to return has been given by the Chief Health Officer | Not excluded |
| Measles | Exclude for at least 4 days after onset of rash | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility |
| Meningitis (bacterial other than meningococcal meningitis) | Exclude until well | Not excluded |
| Meningococcal infection | Exclude until adequate carrier eradication therapy has been completed | Not excluded if receiving carrier eradication therapy |
| Mumps | Exclude for 5 days or until swelling goes down (whichever is sooner) | Not excluded |
| Molluscum contagiosum | Exclusion is not necessary | Not excluded |
| Pertussis (Whooping cough) | Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment |
| Poliovirus infection | Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery | Not excluded |
| Ringworm, scabies, pediculosis (head lice) | Exclude until the day after appropriate treatment has commenced | Not excluded |
| Rubella (German measles) | Exclude until fully recovered or for at least four days after the onset of rash | Not excluded |
| Severe Acute Respiratory Syndrome (SARS) | | Not excluded unless considered necessary by the Chief Health Officer |
| Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC) | Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer | Not excluded |
| Streptococcal infection (including scarlet fever) | Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well | Not excluded |
| Tuberculosis (excluding latent tuberculosis) | Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious | Not excluded |
| Typhoid fever (including paratyphoid fever) | Exclude until approval to return has been given by the Chief Health Officer | Not excluded unless considered necessary by the Chief Health Officer |

LOST PROPERTY

We encourage children to take personal responsibility for their own clothing and property. All lost property is placed in a basket near the Office, named items will be returned to the owner.

LUNCH ARRANGEMENTS

Students have fruit break at 10:00am in their classroom.

Students eat their lunch in their classrooms from 11:00am to 11:15am.

Please provide a lunch box and drink bottle which your child can open and close by themselves. Please, no sweet drinks!

Please wrap play lunch separately and make your child aware of the difference between this and lunch. Your child should have a drink bottle containing water that they can access throughout the course of the day.

Students then have a break outside from 11:15am to 11:45am.

PAYMENTS AND FORMS

BOOKLIST (STUDENT MATERIALS)

All students will require stationery items at each respective year level. Items will vary but generally will include items such as books, scissors, glue sticks, pencils, textas, coloured pencils crayons etc. To reduce the overall cost to parents/carers for student stationery the school has engaged in a third-party supplier (Kaka Kids). Student book packs can be paid for at the school office and will be delivered to your child's classroom before the start of the new school year. Information will be sent home to families during term 4 for the next year's booklist requirements.

Enrolments starting throughout the year will need to pay the school for a book pack.





The **Qkr! App** is available for families of students at Macarthur Street Primary and is our preferred payment method. You can use Qkr! to pay for Curriculum Contributions, school excursions, camps and other school payment items such as Canteen orders and fundraising events, directly from your mobile device at a time convenient to you. Payment notification is received immediately; payments can be made using your MasterCard or Visa. All feedback to the school office is very welcome.

OTHER PAYMENT METHODS

CASH, BPAY OR CENTREPAY

When sending cash payments with your child, please enclose the correct money in a School Payment Envelope. The office does not give change, any change will remain on student's school account. This envelope needs to be clearly marked with the reason for payment and your child's name.

BPAY and Centrepay details can be obtained from the school office.

EXCURSION LEVY

Families are required to pre-pay an Excursion Levy (set by School Council) to cover the costs of:

- Local excursions
- Major excursions out of Ballarat
- Swimming program

The Excursion Levy for 2024 is approximately \$125.00.

The Excursion Levy ensures all excursion costs are paid for and that collection of small amounts of money over the year is not necessary. Families are encouraged to pay this cost at the beginning of the year or in quarterly payments per child at the beginning of each term.

*Eligible families who hold a Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) are entitled to apply for the Camps, Sports and Excursion Fund (CSEF) to help subsidise the annual excursion levy. The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student. Primary school students receive \$125.00. CSEF eligibility will be subject to the parent/legal guardian's concession card being validated with Centrelink on the first day of either term one.

OUT OF SCHOOL HOURS CARE PROGRAM

The school offers an onsite After School Care Program run by Village OSHC. VillageOSHC The program runs in the School Library.



For all enrolment information please visit www.VillageOSHC.com.au and click Book Now. This takes you to the secure, government approved VillageOSHC booking platform 'LookedAfter'. It's free to enrol and you can manage your bookings 24 hours a day!

PERMISSION FORMS/NOTICES

Permission forms/notices give information regarding specific activities and are sent home on prior to the activity or excursion taking place. Students cannot participate without the permission of their parent or quardian. Please ensure that this is completed by the due date to avoid your child being unable to participate.

PHYSICAL AND MEDICAL CONDITIONS

Please notify the school immediately of any medical condition or impairments (sight, hearing or conditions such as anaphylaxis, diabetes, asthma or epilepsy etc.). This will ensure adequate safeguards to be taken to protect the health of your child. Specific medical plans are required for some illnesses.

It is important to let your child's teacher know about things that may be affecting your child whilst at school e.g. Parents' separation, deaths, incidences of bullying. Confidentiality will be maintained. It is also important to notify the school immediately if you are aware your child has contracted an infectious illness.

SCHOOL ASSEMBLIES

A weekly school assembly is held fortnightly on a Friday afternoon (odd weeks) at 2.50pm in the library (or outside in the undercover area, weather permitting). The assembly is designed to be a celebration of the last fortnight at school. Each class presents a report about the highlights of their learning week, awards are presented for appropriate behaviour, appreciations are shared and reminders about future events are given. Parents/carers are welcome to attend our assemblies.

SCHOOL COUNCIL

School councils play a key role in the running of government schools in Victoria by:

- Engaging the local community in the life of the school
- Setting the vision, strategic direction and identity of the school
- Ensuring sound governance of the school
- Reporting annually to the school community on the activities of the school.

Elected Members of School Council are expected to attend one evening meeting twice a term. In addition, they may be asked to attend at least one meeting of a particular sub-committee per month, or as necessary. School Council membership brings with it a responsibility to work in the interests of all students in our school community. Council membership is a rewarding way to share expertise and participate in an important aspect of school life.

STUDENT SUPPORT SERVICES

The student support services program provides access to specialist learning and health support in all Victorian Government Schools. Specialist staff include educational psychologists, social workers, school nurses, student welfare coordinators, speech pathologists, visiting teachers and curriculum consultants.

SUPPORT FOR FAMILIES

If you are having difficulties meeting the costs associated with school please speak to Anthony (Principal) or BJ (Business Manager), as we may be able to assist in some way.

Camps Sports Excursions Fund (CSEF) is available for parents/guardians who are eligible and hold a Centrelink concession or HealthCare card. Applications for CSEF are processed at the beginning of Term 1 and will close at the end of Term 2. Please contact BJ in the office for an application.

State Schools Relief is a not-for-profit organisation that supports families in need by providing new school uniform and educational resources. A prep uniform package is also available in Term 2 for parent/guardians who are eligible and receive the (CSEF) in Term 1.

UNIFORM

All children from Foundation to Year 6 are required to wear only the official school uniform as listed below. A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Dress Code.

Wearing of the school uniform is deemed compulsory with the aim to:

- promote equality amongst all students.
- further develop a sense of pride in, and identification with our school.
- provide a school uniform that is practical, comfortable, attractive and affordable
- maintain and enhance the positive image of the school in the community.

In accordance with our Sun Smart Policy all students are required to wear an approved school hat during Terms 1 & 4 in all outdoor activities. If a child does not wear a hat during the summer months, they will be required to sit in a designated shade area.

UNIFORM LIST:

- Navy blue, blue, maroon, and white check summer dress (knee length).
- Navy blue, blue, maroon, and white check winter tunic with detachable bib.
- Navy blue knee length shorts or navy pants/track pants (no leggings).
- Navy blue short sleeve sport mesh polo with contrast panels with school logo.
- Navy blue long sleeve polo pique top with contrast panels with school logo.
- Navy blue and sky-blue super fleece 1/2 zip jumper with school logo.
- Navy blue soft shell vest with school logo.
- Navy blue soft shell jacket with school logo.
- Navy blue tights for under the school dress or tunic only.
- Navy blue adjustable bucket hat with school logo.
- School beanie with school logo.
- Navy blue micro fibre school bag with school logo.
- Socks are to be appropriate colours such as black, navy, and white.
- Jewellery: Earrings are to be sleepers or studs, smart watches can be used for basic use (steps, time etc). No calls, games, texts, or cameras.
- Leggings are not to be worn under summer dresses.
- Hair ties are to be in appropriate colours such as navy, pale blue or white.
- Shoes are to be appropriate for school activities e.g., black shoes or runners (heels, basketball shoes, sneakers, gumboots, thongs or other open toed footwear are not permitted for safety reasons) (no bright coloured shoes).
- Cosmetics (including 'play make-up) at school are not permitted. This includes mascara, lipstick, eye shadow, and make up.

Please clearly label all uniform items!

UNIFORM STORYBOARD



CHILD SAFE STANDARDS

All children have a right to feel safe and to be safe, including at school. Registered schools have an important responsibility for keeping children safe and protect them from abuse. All registered schools are required to develop strategies to embed a culture of child safety at the school.

Ministerial Order 870 requires all schools to meet the minimum seven child safety standards:

- Standard 1: Strategies to embed an organisational culture of child safety
- Standard 2: A child safe policy or statement of commitment to child safety
- Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children
- Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- Standard 5: Processes for responding to and reporting suspected child abuse
- Standard 6: Strategies to identify and reduce or remove risks of child abuse
- Standard 7: Strategies to promote the participation and empowerment of children.

Our aim is to ensure that the Macarthur Street Primary School community including; school employees, contractors and volunteers, parents and families, visitors and children has a commitment to keeping all children safe from harm in all physical and online school environments including excursions and camps.

Statement of Commitment to Child Safety

Macarthur Street Primary School is committed to providing a safe environment for all children.

- We believe all children have a right to feel safe and to be safe.
- We have zero tolerance for child abuse.
- We actively work to listen to and empower children.
- We have systems to protect children from abuse.
- We are committed to promoting safety for all children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.



Thank you for taking the time to read over this information.

Please feel free to contact the school if there is anything you are unsure about or feel is not covered in this document.



Built in 1878, Macarthur Street Primary School remains one of Ballarat's most significant buildings. This picture (circa 1930) depicts the slate roofing and symbolic belltower which were replaced in 1966.

