Starting School at Timboon P-12 School
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http://www.timboonp12.vic.edu.au

Timboon P-12 School
P.O Box 82
Timboon 3268
Phone: (03)55983381
Fax: (03)55983507
timboon.p12@edumail.vic.gov.au
Welcome to Timboon P-12 School

To families beginning their association with our school may I offer you a very warm welcome. To those families continuing their association with the school I thank you for your support.

Education in the 21st Century may be very different to your own educational experience. Over the last few years there have been massive changes in the ways schools are resourced and managed, the role played by School Council and the curriculum opportunities available for students. As a school we value parental involvement and I encourage all parents to actively involve themselves in our school. This can be done through assisting with classroom programs, swimming sessions, attending excursions and special events, or through involvement with the Timboon Schools Parents' Association or School Council. It is through such involvement that you will become familiar with school operations and also have the opportunity to provide input into your child's education.

Our school is one of the largest country P-12 school's in the state and is one of an increasing number of schools that provides education from prep to year twelve. Many private schools have provided prep to year twelve education for a number of years because it is recognized that educational opportunities for students are greatly enhanced when a student is able to complete their pre-tertiary education at the one school. This is the reason that our school became P-12 in 1995, when the Consolidated and High School merged.

While every year level is important, we believe that it is essential that students are given the very best start at school. For this reason, prep classes are kept small and our prep teachers, like all our teachers, are well trained in working with young students and their range of needs.

It is essential that communication between home and school is kept as open as possible. Our prep teachers write a regular newsletter to keep you informed about what is occurring at school and a weekly school newsletter informs you about general school events.

It is very important that your child's educational experience is as positive as possible and I would ask that if at any time you have a concern or query to contact your child's teacher or myself. Once again, welcome!

Rosalie Moorfield
Principal
Timboon is located in the dairying district of South West Victoria, approximately 35 kilometres south of Camperdown and 52 kilometres east of Warrnambool. The majority of students come from farming families, however service industries and a growing hospitality industry serving the needs of tourists, particularly along the Great Ocean Road, are becoming increasingly important.

The school enrolment is approximately 560 students, with 330 at Primary level and 230 at Secondary level. Eighty percent of students travel on the extensive bus network which has a catchment area of some 1000 square kilometres.

There are few students from a Non-English Speaking Background. Retention rates during transition from year six to year seven vary annually with students, often attending the secondary setting that their parents attended.

The great majority of students of Timboon P-12 School leave the district at the end of their secondary education. Most undertake tertiary education or enter the work force through apprenticeship or training.

In 1996, a new staff and administration centre was opened to cement the two former schools as one. The primary and secondary campuses were connected by a covered walkway. Common bell times were introduced to allow for cross-sector teaching and the school was organised into three sub schools (P-4, 5-8 and 9-12) under the care of sub school leaders.

The 21st Century continues to present exciting educational opportunities for Timboon P-12 students.

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**Key Personnel 2009**

Principal ................................................................. Rosalie Moorfield
Assistant Principal (Primary Campus) ................................... Andrea Taylor
Assistant Principal (Secondary Campus) ................................. Sean Fitzpatrick
Prep Co-ordinator .......................................................... Linda Ludeman
Personnel Manager ........................................................... Cheryl Cooper
Curriculum
Timboon P-12 School is organised into three sub school covering years P-4, years 5-8 and years 9-12. The curriculum is delivered using eight Key Learning Areas. These are: English, Maths, SOSE (Studies of Society and Environment), Science, Technology the Arts, LOTE (Languages other than English) and Health/Physical Education. Students study a common curriculum until year eight, when a small electives component is included. In years nine and ten, the curriculum is delivered using core English and Mathematics and a vertical elective system. The school delivers a traditional VCE at years eleven and twelve.

Parental Involvement
Parents play a vital role in the day to day running of our school. Parents are always welcome in our classrooms. Their assistance is greatly appreciated. Parental assistance is an invaluable part of our Early Years Literacy and Numeracy programs. Each year parent training program are held e.g. To be trained as Classroom helpers. Parents assist in many other ways e.g. PMP, the school swimming program, camps and excursions. Requests for assistance will be made in the School and Prep Newsletters. If you are able to assist in any way, please make contact with your child’s teacher.

Grade Structure
Allocation of teacher to specific grades and specialist areas for the forthcoming school year will be decided at the end of the previous school year.

Composite Grades
During your child’s schooling at Timboon P-12 School it is likely that s/he will experience being in a composite grade. Composite grades are classes that have students from more than one year level. They are common in primary schools, and are sometimes used for part of the curriculum in secondary schools. Our year nine and ten unit system is one type of secondary composite structure. At Timboon we have used composite grade to make best use of our available teaching staff when the number of students at different year levels don’t fit in “straight” grades.

Specialist Programs
Specialist Programs operate in the areas of Library, Art, Music, Drama, Languages Other Than English (LOTE) and Physical Education.

Swimming
Swimming is timetabled during first term and December. If the weather is unsuitable students will follow the regular timetable. It is essential that the school is informed of any conditions from which your child suffers that may require them to be more closely supervised while in the pool. Parents are asked to assist with the supervision of students at the pool and if suitably qualified (Austswim) with teaching. The Prep students often require assistance dressing and undressing. Although there is a canteen at the Swimming Pool, children are not permitted to purchase items. Details regarding swimming appear in the School Newsletter.

Perceptual Motor Program (PMP)
This program involves the Prep student three days a week with parental assistance required on those days during terms 2 and 3. For half an hour student’s work through a variety of activities designed to improve their co-ordination and balance, perceptual
awareness, eye tracking and fitness. Details will appear in the Prep Newsletter. If you are able to assist please speak with a Prep teacher.

**Reading Recovery**

Students in Grade 1 are assessed to determine those most at risk in reading and writing. The children are put on a selection list and are taken onto the Reading Recovery Program according to State-wide Guidelines. We are fortunate to have several Reading Recovery teachers at Timboon P-12 School.

**Special Needs**

There are a number of students in our school with a variety of special needs. Our aim is to identify and cater for these individual needs as comprehensively as possible. Such needs may include speech therapy, behavioural counselling, intellectual assessments or occupational therapy. Our students have on-campus access to service providers in all of these services. Each student's special needs are assessed by staff and where warranted, referred to the appropriate service provider.

Reports from service providers are followed up by staff and where necessary, individual learning programs are established.

Support groups involving staff, parents and specialist providers are then established so that the special needs of each individual student are explicitly catered for.

Our aim is for every student in our school to attain his or her maximum learning potential.

**Student Counsellor/School Chaplain**

There are many people in the school who are concerned with student welfare. Two of the key staff members in this area are the Student Counsellor and School Chaplain. They are there to listen to areas of concern that students have, to assist with difficulties they might be experiencing and to conduct programs across the whole school.

Parents must give approval for their child to use this services so a consent form will be issued before counselling takes place.

**Bike Education**

In year five students are instructed in safe riding techniques. These students are given use of the skills track and roadways within the school grounds. On successful completion of the Year 5 program students are invited to participate in a bike ride to Peterborough during December.

<table>
<thead>
<tr>
<th>Camps and Excursions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The program is designed with regard to both educational and social development. Camps and excursions undertaken during 2010 were as follows</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Prep, One, Two</th>
<th>Year Three</th>
<th>Local Excursions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year Four</td>
<td>Kangaroobie Camp</td>
<td></td>
</tr>
<tr>
<td>Year Five</td>
<td>Melbourne Camp</td>
<td></td>
</tr>
<tr>
<td>Year Six</td>
<td>Angahook Camp</td>
<td></td>
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<tr>
<td>Year Seven</td>
<td>Queenscliff Camp</td>
<td></td>
</tr>
<tr>
<td>Year Eight</td>
<td>Camp Cooriemungle</td>
<td></td>
</tr>
<tr>
<td>Year Nine</td>
<td>Angelsea Camp</td>
<td></td>
</tr>
<tr>
<td>Year 10</td>
<td>Great Ocean Walk</td>
<td></td>
</tr>
<tr>
<td>Year 11</td>
<td>Urban Experience</td>
<td></td>
</tr>
<tr>
<td>Year 12</td>
<td>Melbourne Work Exp</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VCE Induction Camp</td>
<td></td>
</tr>
</tbody>
</table>
Cultural Experiences

In an isolated community such as Timboon there is not always the opportunity for students to be involved in a wide range of cultural experiences. First hand experiences are valued for the educational and social benefits they have for students and consequently the school tries to organise 4 events per year - preferably at the school, but sometimes Warrnambool. Teachers study the list of performances available and select on the basis of what they perceive to be of greatest benefit to the students. Usually performances selected will have direct relevance to the curriculum. Details regarding events appear in the School and / or Infant Newsletter.

The Cultural Levy paid with school fees covers the cost of these experiences.

Additional Cultural Experiences

Occasionally there is a show in Melbourne that is considered to be of excellent artistic standard and suitable for students. In situations such as this the school will sometimes organise transport and invite parents and students to attend. These shows are not covered by the Cultural Levy.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Duration minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00*</td>
<td>School starts</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Rolls, notes, lunch baskets</td>
<td></td>
</tr>
<tr>
<td>9:10</td>
<td>session 1</td>
<td>50</td>
</tr>
<tr>
<td>10:00</td>
<td>session 2</td>
<td>50</td>
</tr>
<tr>
<td>10:50*</td>
<td>recess</td>
<td>30</td>
</tr>
<tr>
<td>11:18*</td>
<td>music</td>
<td></td>
</tr>
<tr>
<td>11:20*</td>
<td>session 3</td>
<td>50</td>
</tr>
<tr>
<td>12:10</td>
<td>session 4</td>
<td>50</td>
</tr>
<tr>
<td>1:00*</td>
<td>lunch</td>
<td></td>
</tr>
<tr>
<td>1:25*</td>
<td>middle of lunch/ Library is open</td>
<td></td>
</tr>
<tr>
<td>1:48*</td>
<td>music</td>
<td></td>
</tr>
<tr>
<td>1:50*</td>
<td>session 5</td>
<td>50</td>
</tr>
<tr>
<td>2:40</td>
<td>session 6</td>
<td>50</td>
</tr>
<tr>
<td>3:30*</td>
<td>dismiss</td>
<td></td>
</tr>
</tbody>
</table>

School Hours and Session Times

Students should not enter the school grounds before 8:30am and should leave promptly following dismissal at 3:30pm as outside these times there are no teachers on yard duty to provide supervision. Primary bells will ring only at the times marked *.

P-6 Assemblies every second Thursday at 9:00am.
Office Hours
The office is attended between the hours of 8:00am and 5:00pm.

School Council
School Council is the official decision making body of the school. It has the responsibility of setting educational policies and controlling money and resources.

School Council meets at 8:00pm on the 2nd Thursday of each month. Parents are welcome to attend but are unable to vote. If parents wish to address Council on a matter, approval of the School Council President must be sought.

The members of School Council come from several different categories and their position on council is decided in a number of ways. The Principal is an ex officio member. There are then a number of positions which are designated from parents, and these are then decided by an election open to all current parents of the school. There are a number of designated staff positions which are decided by an election open to the current staff members of the school.

In addition to these, the School Council has the capacity to appoint community members to a number of co opted positions and these have traditionally been on the basis of candidates put forward by the Timboon Schools Parents Association (TSPA) and the Student Representative Council (SRC). Watch the school newsletter for meeting times and election details.

TSPA
(Timboon School Parents Association)

TSPA meetings are held once a month and alternate between the night and day. All parents are welcome, and encouraged, to attend these meetings and to be involved with this very important group. Watch the school newsletter for details of the meeting dates and times, as well as activities that they run to support the school.

Term Dates
The school year is divided into four terms of roughly equal length. Usually these are ten week terms, but there may be some variation due to the scheduling of public holidays and other factors.

Term Dates 2013

Term 1
29th Jan – 28th Mar
(Students start on 31st Jan)

Term 2
15th April – 28th June

Term 3
15th July – 20th Sept

Term 4
7th October – 20th Dec.
Advice for Prep Parents

During daylight savings, at the start of the year, Prep students will not attend school on Wednesday's. This is to allow them an easier transition to school. To help your child settle into school some key points to remember are:

- Always maintain a positive attitude towards school. Children can quickly pick up negative 'vibes' and this may impact on his or her progress.
- If you have a concern make an appointment to see the teacher.
- Encourage a routine at home to follow on school days. Decide when it suits your home routine to organise the school bag with food, book covers, library bags and other necessities.
- Remember to read the newsletters on Tuesday and Thursdays for updated information regarding day to day school organisation.
- Encourage your child to co-operate and compromise. Never encourage your child to use physical aggression. If your child becomes dependent upon aggression to deal with problems discipline concerns could be the result.
- Always remember that all children are individuals with strengths and weaknesses. To compare your child with other children is bad practice.
- Avoid labelling children. Labels tend to result in the child behaving the way they believe that they are expected e.g. Children labelled as lazy will invariably behave in a lazy fashion.
- Try and be positive and encourage your child from the point of view of what they do well. Praise is far more effective than criticism in having children respond in a positive manner.
- If you have concerns contact your child's teacher.

Cafeteria

Students are able to buy their lunch from the school cafeteria (located in the Secondary School Campus) by completing a lunch order on the front of a bag, enclosing the money and placing the bag in the grade lunch order box. Lunch orders are returned to classrooms. The students are permitted to buy other foods (fruit, drinks, icy poles, etc.) from the Cafeteria during lunchtime.

The Cafeteria is coordinated by a Manager and assistant, and assisted by volunteers. If you are prepared to help please respond to requests regularly published in the school newsletter or telephone the school on 5598 3381. A current price list is printed in the newsletter at the start of the year. However, please be aware that prices do change. Alterations are published in the Newsletter.
Reports and Interviews

Parent teacher interviews are conducted towards the end of Term 1, Term 2 and Term 3 (7-12). Written reports are provided prior to the Term 2 interview and during the last week of Term 4. Parents or teachers can request an interview at any time if there are concerns regarding your child. To make an appointment please contact the principal. The first term interview is designed as an information sharing session to allow greater understanding of your child by the teacher and you the parent.

Wet Weather

On days when the weather is unsuitable and likely to cause injury or extreme discomfort to the students, teachers supervise students in their classrooms at recess and lunch breaks.

Leaving School Grounds

Students are not permitted to leave the school grounds to purchase their lunch. If they need to leave the grounds for other purposes, parents must provide a signed note of approval.

Absence from School

Teachers are required to keep an accurate record of attendance by all students in their grade. If students are absent from school parents are required to supply a signed note indicating why their child was absent.

See Forms page 16

Buses

Thirteen buses transport the students to and from school each day. Students are expected to sit quietly during their trip so as not to distract the driver or annoy other students.

For safety reasons an older responsible child is selected as Bus Captain. This person assists the driver in maintaining discipline and students are expected to obey instructions given by the bus captain.

To ensure that students do not miss the bus after school bus rolls are maintained indicating which students are travelling on each bus.

To keep rolls accurate it is necessary for parents to provide written notification to the school if their child will not be travelling home on their regular bus. Students are automatically marked off the afternoon bus if they did not travel on it in the morning.

If your child has a regular commitment and will not be travelling on the bus throughout the term / year on a specific day please complete a Long Term Bus Note as supplied at the back of the book) and return to the school. There is a Bus Note box at the office in which students may place bus notes.

It is a good idea also to inform grade teachers of any bus alterations - particularly for students in the infant grades.

See Forms page 16

Social Service

The school supports the Royal Children's Hospital Appeal, State School's Relief and the MS Read-a-thon. Occasionally special fundraising efforts are held for other charities.

Supervision

Students are supervised in the yard from 8:30am and are not to be in the grounds before this time. During recess times two teachers supervise. After school bus travelling students are escorted by their grade teacher to the bus shelter and a supervision team remains on duty until the buses leave at 3:40pm.
Code of Behaviour

The basis of our school's approach to discipline is the Rights and Responsibilities Policy. The purpose of this policy is to promote a happy, safe, supportive and stimulating learning environment that meets the needs of the school community. It encourages in students the development of responsible behaviour and self-discipline, through fairness, tolerance and respect for the rights and welfare of others.

Fair/Treatment

- All school community members are treated with fairness
- Treat each other with respect and fairness
- Respect the rights of others without any discrimination based on religion, culture, race, gender, age, disability, physical appearance or socioeconomic status
- Avoid using offensive behaviour including language, gestures, images or text

Habit: Seek First to Understand and then be understood

Intimidation

- All school community members should be free from all forms of intimidation
- Neither cause nor encourage abuse or harm
- It is not acceptable to tease, bully, harass or gang up on others (people & animals)
- Ensure you include others in games so that they feel accepted

Habit: Be proactive and not reactive

Environment

- Everyone has the right to work and play in a clean, safe, orderly and cooperative environment
- Place rubbish in bins
- Follow instructions and follow the rules set for classrooms, cafeteria, corridors, the yard and school busses
- Obtain appropriate permission before leaving class or school grounds
- Walk quietly and sensibly when inside buildings
- Show care when moving through congested areas
- Get on the bus promptly after school is dismissed
- Demonstrate good social behaviour
- Cigarettes, alcohol, non-prescribed drugs or any dangerous articles and mobile phones are not allowed at school
- Students cannot transport another student in a vehicle

Habit: Think Win-Win for all school users

School and Personal Property

- Personal and communal property must be protected from damage or misuse
- Use the property of others only with their permission
- Use school and personal property appropriately
- Be responsible for the repairing of any damage that we cause to school or personal property

Habit: Begin with the End in Mind

Student Code Of Conduct

Strength Through Understanding

- Work together to create a great school that is highly valued by all and the wider community
- Comply with the uniform policy of the school
- Behave appropriately when on trips, excursions, and camps and on school buses
- Recognise that when we are at school and in the wider community we are seen as representatives of the school and need to behave accordingly
- Act in a way which engenders pride in the school and the achievements of its students

Habit: Synergize

Strength Through Understanding

- Staff use Restorative Practices when dealing with individual students
- What were you thinking about when you do this? What have you thought about since it happened?
- Did you do the right thing or the wrong thing? Who was affected by what you did, in what ways? How can you fix things up? What can I do to help you? Can we put this behind us and move on?

Habit: Seek First to Understand and then be understood

Learning environment

- The school is a learning environment where everyone has the right to work and learn in a supportive environment without interference from others
- Work cooperatively with teachers and peers
- Arrive at class punctually with appropriate materials and school diary
- Listen when others speak
- Feel free to express and share ideas and to ask questions
- Follow classroom procedures

Habit: Put first things first

Settlement of Disputes

- Disputes will be settled in a fair and rational manner
- Allow others to put their side of the case
- Be honest with all others
- Settle differences without resorting to violence or verbal abuse
- Seek assistance from a teacher if disputes cannot be settled amicably
- Accept the decision of a teacher without continuing conflict

Habit: Seek First to Understand and then be understood
Newsletters

The School Newsletter is distributed to the youngest child in each family each Thursday. Please ensure that you do read it so as you are aware of any forthcoming events. If you wish to include any items in the Newsletter they must be forwarded to the Administration staff by Tuesday. The Prep Newsletter is distributed on Tuesdays.

School Bank

Wednesday is Bank Day for student’s Commonwealth Bank Accounts. Preps are able to participate when they attend school on Wednesday’s. Relevant information will be forwarded to parents.

Accident/Illness Report

Please do not send your child to school if they are unwell. We are often put in the unfortunate position (for us and the child) where a child who has obviously been unwell before leaving home comes to school in a distressed condition. The class teacher is then faced with the problem of assessing the child’s condition or referring the child to the medical clinic if the parent cannot be contacted. Please notify the School of a suitable emergency contact who can be available when you are not.

If your child is ill or has been involved in an accident and the teacher has been unable to make contact with you, you will be provided with an Accident / Illness report indicating the nature of the concern and the action taken for the welfare of your child.

Students with Asthma

Parents of students with Asthma must complete a Asthma Management Plan for their child. Proforms are available from the office.

Students with Allergies.

It is important that parents inform the school of any known allergies their child has. Appropriate staff will be notified. An emergency management plan will be produced to ensure student well being at all times.

THE PRIMARY SCHOOL IS A PEANUT FREE ZONE

Pupil Free Days

The DEECD allocates three pupil free days at the start of each year and one report writing day in term two. A school holiday will also coincide with the Melbourne Cup. Notification of such days will be through the newsletter.

Family Details

If any family details change throughout the year address, telephone number, bus number etc. please notify the school immediately so as school records can be updated.

Book Club

Each term the students will have the opportunity to purchase books. They will be given a brochure detailing books available and prices. Orders should be returned to school in a sealed envelope.

Sunsmart

P-6 students must wear a Timboon P-12 School hat when outside from September 1st to April 30th. It is strongly recommended that students in years 7-12 also wear a hat when outside from September 1st to April 30th. If students do not have a school sun hat they are required to play in the bus shelter. In the past TSPA has provided Prep students.

REMEMBER NO HAT NO PLAY!

Collecting students from School

If for any reason you need to collect your child from school please ensure that the classroom teacher is aware of arrangements and the office is informed. It is important that all students are accounted for and that bus rolls are accurately maintained.
# Infectious Diseases

Following is a list of diseases/complaints that warrant medical attention and/or exclusion from the school. If any of your children (whether at school or not) develop any of the following please notify the school.

<table>
<thead>
<tr>
<th>Disease/Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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.</td>
<td>Exclude family/household contacts until cleared to return by the Secretary.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>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.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Disease/</td>
<td>Exclusion of Cases</td>
<td>Exclusion of Contacts</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least 4 days after the onset of rash.</td>
<td>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 their first contact with the first case they may return to school.</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded if receiving carrier eradication therapy.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Salmonella, Shigel la</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary.</td>
<td>Not excluded unless considered necessary by the Secretary.</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude if diarrhoea present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>
Dress Code

It is policy of the school that all students wear a school uniform to all school functions, unless special exemption has been granted and notified by the Principal. The policy is enforced and persistent offenders are brought to the attention of the Year Level Coordinators or Assistant Principal, who will seek the assistance of the parents in remedying this situation.

Out of Uniform

Students who are not in uniform are expected to bring a note from home stating why school uniform is not being worn.

Jewellery
Parents are advised to ensure that their children do not wear jewellery that could be caught upon things. Ear and nose rings and the like have the potential to cause injury to the wearer and as such it is recommended that students only wear studs. Due to the risk of severe injury, eyebrow rings should not be worn to school.

Pants
Boys—grey cords 720 brand or School Shorts—Plain grey cord 720 brand
Girls—Navy blue flares (Face Off brand or similar)
School Shorts — blue shorts (Stubbies brand or similar)

Dress / Skirt
Timboon P-12 school summer dress
Timboon P-12 school winter skirt
Navy blue check dress permitted at years Prep to 6.

Shirt
Pale blue school polo/cotton shirt – long or short sleeve
The wearing of pale blue skivvies permitted at years Prep to 6.
A shirt must be worn under jumpers – undergarments (e.g. long sleeve shirts) that do not meet the uniform dress policy are not to be visible.

Jumper
Timboon P-12 School woollen jumper
Timboon P-12 School navy polar fleece windcheater
Timboon P-12 School navy polar fleece vest
Year 11/12 students are permitted to wear a Timboon P-12 School VCE/VCAL jumper

Jacket/Scarf
Timboon P-12 school navy coat
Plain navy scarf

Footwear
Black enclosed leather shoe (includes Kustom, Rossi, Mulga or traditional dress shoe)
Covered (heel and toe) black leather sandal or T Bar style (not permitted in technology classes)
Boys—Grey or white socks.
Girls—white socks. Navy tights under winter skirt only
Runners permitted for PE sessions only

Hats/Hairbands
P-6 students must wear a Timboon P-12 School hat when outside from September 1st to April 30th. It is strongly recommended that students in years 7-12 also wear a hat during the above times
Headbands and hair accessories must be navy blue
School uniform is to be worn on all occasions, including excursions and sporting occasions, unless approved by the Principal and noted on the parent information sheet.
### TIMBOON P-12 SCHOOL - BUS NOTE

<table>
<thead>
<tr>
<th>Name(s) of child(ren)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please make alteration the bus roll as per following instructions:

The above instructions are to take effect for the following date(s):

Signed (Parent/Guardian) ........................................ Date: ......./......./.............

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### TIMBOON P-12 SCHOOL - ABSENCE NOTE

(Please Print)

Date: ......./......./.............

Dear: ........................................................................................................

As Parent/Caregiver of: ...........................................................................

Grade: ....................... I wish to advise that: ..............................................

............................................................................................................

............................................................................................................

Signed: ........................................ Medical Certificate enclosed Yes □ No □