



**Black Hill**  
*Primary School*

# Family Information Booklet

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Principal: Donna Bishop  
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***OUR COMMUNITY, WORKING TOGETHER TO ACHIEVE...***

## ***SCHOOL VALUES***



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# Welcome to **BLACK HILL PRIMARY SCHOOL**

Dear Parents/Carers,

On behalf of the Black Hill Primary School community, we would like to extend a warm welcome to you and your family. We hope your association with our school will be a happy and productive one. We look forward to getting to know you and your family.

We thought it would be a good idea to share some useful facts to assist you and your family to settle into Black Hill Primary School. If you are a Prep parent then you should read this in conjunction with the Prep Parent Information booklet.

Black Hill Primary School is an inclusive primary school, offering the very best in educational, social, sporting, and performing and visual arts opportunities. We are proud of our school and the part we play in our community.

We welcome you to Black Hill Primary School.

**Kind Regards**

**Donna Bishop**  
**Principal**  
**Telephone: 5332 4544**  
**Email: [black.hill.ps@edumail.vic.gov.au](mailto:black.hill.ps@edumail.vic.gov.au)**



***OUR COMMUNITY, WORKING TOGETHER TO ACHIEVE...***

## TERM DATES

### 2018

***Term 1: 29 January (pupil free) to 29 March (Thursday)***

***Term 2: 16 April to 29 June***

***Term 3: 16 July to 21 September***

***Term 4: 8 October to 21 December***

### 2019

***Term 1: 29 January (school teachers start) to 5 April***

***Term 2: Tuesday 23 April to 28 June***

***Term 3: 15 July to 20 September***

***Term 4: 7 October to 20 December***

## SCHOOL HOURS

**Instruction times are as follows:**

<b>Session 1</b>	<b>8.50 am</b>	<b>-</b>	<b>11:00 am</b>
<b>Fruit break</b>	<b>10.00am</b>		
<b>Recess</b>	<b>11:00 am</b>	<b>-</b>	<b>11:20 am</b>
<b>Session 2</b>	<b>11:20 am</b>	<b>-</b>	<b>1:20 pm</b>
<b>Fruit break</b>	<b>12.20pm</b>		
<b>Lunch eating break (in rooms)</b>	<b>1.20pm</b>	<b>-</b>	<b>1.30pm</b>
<b>Lunch time</b>	<b>1:30 pm</b>	<b>-</b>	<b>2:30 pm</b>
<b>Session 3</b>	<b>2.30 pm</b>	<b>-</b>	<b>3:30 pm</b>

**After school care is available from 3.20pm-6.00pm,  
and before school care from 6.30-8.45am.**

**Details to follow under 'Childcare'.**

**Pupil Free Day and holiday childcare is available.**

**Please telephone the school for details.**



## ABSENCES

We request that parents notify us via Compass, email, or telephone the school before 9.00am if your child will be absent. A phone call will be made to parents at approximately 10.00am if a student is absent with no notification.

**Our school seeks to have all children at school every day and we will assist you at any time should you have issues with getting your child to school. Just speak with your child's teacher. Your child's diary can be used to explain a forthcoming absence.**

## ASSEMBLIES

A whole school assembly is held each Friday afternoon in the school gymnasium. School leaders are trained to run the assembly. It is expected that all students are **active participants** in assembly.

**Parents and friends are most welcome to attend and join in our assembly celebrations.** Students are seated by 2.45pm.

## BICYCLE AND SCOOTER RIDERS

To ensure the safety of our bicycle and scooter riders we ask parents to observe the following:

1. **VIC ROADS recommends that children under 12 years DO NOT ride on the road unsupervised. Children under 12 and supervising adults may ride on footpaths.**
2. Bicycle racks should be used to store bicycles and scooters. The bike shed is locked during school hours.
3. Before children are allowed to ride to school, it is expected that they know the appropriate road rules.
4. Students riding or scooting to school must wear approved Australian Standard helmets.
5. Only bicycles of the appropriate size and in road worthy condition should be ridden to school.
6. Bicycle and scooter riders should be particularly careful when they are arriving and leaving the school as the streets surrounding the school are very busy.

## CAR DRIVERS/WALKERS PLEASE NOTE

Please obey all signage around the school regarding legal parking times, places and time limits. In addition, please ensure you use the designated school crossings at all times when walking to and from school. These are put in place to ensure the safety of you and your children and you are the role model that they will build their understanding of road behaviour on.

**We are all responsible for our students' safety.**

1. The staff car park off Edwardes Street (behind Gymnasium) and the parking area on the Chisholm Street oval at the eastern end of the 1/2 building is for staff only.
2. Parking is available along Sherrard and Chisholm Streets.
3. The Taxi Zone near our Chisholm Street entrance is for **TAXIS** and **EMERGENCY** vehicles only.
4. Please ensure your children use the official crossings which are supported by a Crossing Supervisor. The crossings are supervised between 8.15-8.45 a.m., and 3.15-3.45 p.m.  
**PLEASE DO NOT** call your children across the road under any circumstances.

## CHILDCARE - OUT OF HOURS CHILDCARE AND VACATION CARE

Camp Australia works with Black Hill Primary School to provide the Out of School Hours Care (OSHC). Camp Australia is the nation's leading provider of quality, safe, fun and professional OSHC. Each day the children receive healthy snacks and participate in a range of fully supervised activities.

All families wishing to use the program must be registered. This is to ensure that Camp Australia has the correct child and guardian information, are notified of any medical or development needs, and know your booking choices, billing procedure and Child Care Benefit information.

To obtain a registration form please see the Out of School Hours Care (OHSC) staff at the program or contact Camp Australia Head Office.

For further information: [www.campaustralia.com.au](http://www.campaustralia.com.au) OSHC – 0423 795198 or Camp Australia – 1300 105343





# Black Hill Primary School Child Safe Code of Conduct Policy

## Child Safe Standards 3 and 5

### PURPOSE:

- All staff and volunteers to Black Hill Primary School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children.

### AIMS:

- Black Hill's Child Safe Code of Conduct provides all staff and volunteers with a set of clear principles about how they should behave with children.
- Black Hill's Child Safe Code of Conduct establishes clear behavioural expectations and boundaries for staff and volunteers interacting with children.

### IMPLEMENTATION:

**All staff and volunteers of Black Hill Primary School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:**

- adhering to Black Hill Primary School child safe policy at all times
- taking all reasonable steps to protect children from abuse
- treating everyone with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another
- promoting the cultural safety, participation and empowerment of Aboriginal children (for example, by never questioning an Aboriginal child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not left alone with a child without being in line of sight of other adults or children unless with parental permission
- reporting any allegations of child abuse to Black Hill Primary School's Principal and/or Assistant Principal or and ensure any allegation is reported to the police or child protection
- reporting any child safety concerns at Black Hill Primary School to the Principal and/or Assistant Principal
- if an allegation of child abuse is made, ensure as quickly as possible that the child(ren) are safe
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them
- the school will display the Child Safe Code of Conduct in prominent places within the school and place a copy on the website.

### Staff and volunteers involved in child related work must not:

- develop any 'special' relationships with children that could be seen as favouritism or amount to grooming behaviour (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps.)
- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)

- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- ignore or disregard any suspected or disclosed child abuse.

**Staff and volunteers must be conscious of their child safe responsibilities and their relevant professional responsibilities with respect to:**

- Contact with a child or their family outside of the school
- Online contact with a child or their family
- Photographing or videoing a child in a school environment

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to BLACK HILL PRIMARY SCHOOL Child Safety Officer (The Principal / leadership).

**If you believe a child is at immediate risk of abuse phone 000.**

**EVALUATION:**

This policy is to be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in:

November 2016

This policy is to be read in conjunction with the Child Safe Mandatory Reporting and e-Smart policies.

**CHILDREN'S HEALTH**

We encourage regular attendance at school, but please remember that sick children must be kept home. Whilst our sick bay and on site first aiders provide for minor upsets at school, the school policy is to contact parents if the illness is protracted, could be of a serious nature or an injury is suffered, so that the child may be taken home.

**CHILDREN'S RIGHTS:**

Children have the right to:

- Work and play without interference.
- Have a happy, safe and secure environment.
- Be valued and treated with respect.
- Feel secure to express themselves.

**CHILDREN'S RESPONSIBILITIES:**

In order that these rights can be observed we expect our students to:

- Respect the rights of others.
- Behave in a socially acceptable way.
- Respect their own and other's property.
- Respect the environment.
- Be concerned for and tolerant of others.
- Play safely.
- Be courteous and well mannered.





## CLASSROOM BEHAVIOUR:

All classrooms will establish a set of classroom agreements concerning appropriate and respectful behaviour so that students clearly understand the expectations of that particular classroom.

These classroom agreements will reflect the school Student Engagement Policy.

Classroom	
Behaviour	Medium to High level
<ul style="list-style-type: none"> <li>⊗ Distracting the teaching and learning</li> <li>⊗ Interrupting</li> <li>⊗ Wandering around</li> <li>⊗ Calling out</li> <li>⊗ Work avoidance</li> <li>⊗ Disrespect of equipment or material both school and personal</li> </ul>	<ul style="list-style-type: none"> <li>⊗ Disrespect to school staff</li> <li>⊗ Defiance / non compliance</li> <li>⊗ Hurting others</li> <li>⊗ Injury to others</li> <li>⊗ Throwing materials or equipment inside</li> </ul>
Stage 1	<ul style="list-style-type: none"> <li>• Quiet warning for disrespect or defiance Time out in support class – for the duration of the learning session for any unsafe behaviour</li> <li>• <b>Parents of children involved notified</b> by classroom teacher phone call or diary</li> <li>• Record information on compass</li> <li>• Reminder of appropriate behaviours and values</li> <li>• Ref: Matrix</li> </ul>
Stage 2	<ul style="list-style-type: none"> <li>• Time out in the classroom in line of sight of teacher</li> <li>• Reminder of appropriate behaviours and values and consequences for continued behaviour</li> </ul>
Stage 3	<ul style="list-style-type: none"> <li>• Time out in support class – for the duration of the learning session</li> <li>• Reminder of appropriate behaviours and values and consequences for continued behaviour</li> <li>• Record information on Compass</li> <li>• <b>Parents notified</b> by classroom teacher phone call or diary</li> </ul>
Stage 4	<ul style="list-style-type: none"> <li>• Repeated negative low to medium level behaviour</li> <li>• <b>Parent meeting</b> with classroom teacher.</li> </ul>
Repeated negative high level behaviour <b>Student Support group meeting</b> with classroom teacher and school leadership (student services if needed) Individual behaviour management plan Intensive behaviour modification using Rights, Resilience and Respectful Relationships curriculum material Possible referral to support agencies Suspension	
Corporal punishment is prohibited in all Victorian Schools Corporal Punishment must not be used at Black Hill Primary School under any circumstances	

# BLACK HILL BEHAVIOUR EXPECTATIONS MATRIX (DRAFT)



## BHPS Behaviour Expectations Matrix Draft

	Responsibility & Aspiration	Respect & Integrity	Teamwork
<b>Buildings area</b>	<input type="checkbox"/> I walk in the building area. <input type="checkbox"/> I play quietly and calmly in passive areas. <input type="checkbox"/> I put my rubbish in the bin <u>before</u> going outside. <input type="checkbox"/> I play in the correct areas. <input type="checkbox"/> I follow the school and playground rules.	<input type="checkbox"/> I speak politely to adults and children when they talk to me. <input type="checkbox"/> I respect the school gardens and grounds. <input type="checkbox"/> I own up if I have done the wrong thing. <input type="checkbox"/> I use appropriate words.	<input type="checkbox"/> I play safely and carefully with others. <input type="checkbox"/> I encourage others to play safely.
<b>Canteen</b>	<input type="checkbox"/> I spend my own money. <input type="checkbox"/> I put my rubbish in the bin. <input type="checkbox"/> I stay in the canteen area to eat my food. <input type="checkbox"/> I only eat the food that I've bought.	<input type="checkbox"/> I line up patiently and respectfully. <input type="checkbox"/> I wait for my friends away from the line area. <input type="checkbox"/> I use good manners when speaking with canteen staff and monitors.	<input type="checkbox"/> I encourage others to behave appropriately while at the canteen.
<b>Toilets</b>	<input type="checkbox"/> I use the soap and taps responsibly. <input type="checkbox"/> I only go to the toilet when I need to and leave straight away. <input type="checkbox"/> I wait patiently for a cubicle in the toilets. <input type="checkbox"/> I use the toilet in my break time (before school, recess and lunch). <input type="checkbox"/> I let the teachers know if there is a problem.	<input type="checkbox"/> I respect people's privacy. <input type="checkbox"/> I use an inside voice. <input type="checkbox"/> I practise good hygiene, eg. washing hands. <input type="checkbox"/> I leave the toilets in a good condition.	<input type="checkbox"/> I wait for my friends outside. <input type="checkbox"/> I take a friend with me during class time.(Years P-2) <input type="checkbox"/> I use the correct toilets.
<b>Sandpit</b>	<input type="checkbox"/> I use the equipment properly. <input type="checkbox"/> I keep the sand in the sandpit. <input type="checkbox"/> I clean the sand off myself and my shoes before returning to class.	<input type="checkbox"/> I respect people's creations and stay clear of their work. <input type="checkbox"/> I play fairly and help others.	<input type="checkbox"/> I work cooperatively with others in the sandpit. <input type="checkbox"/> I share the sandpit and equipment with others. <input type="checkbox"/> I include others in my play.
<b>Courts</b>	<input type="checkbox"/> I play bouncing and throwing ball games. <input type="checkbox"/> I stay off the fence and equipment. <input type="checkbox"/> I try my best during the game.	<input type="checkbox"/> I leave others' equipment alone. <input type="checkbox"/> I share the Basketball/Netball rings.	<input type="checkbox"/> I share the basketball courts with other students. <input type="checkbox"/> I play by the rules.
<b>Grass area</b>	<input type="checkbox"/> I play within the school boundaries. <input type="checkbox"/> I play appropriate games safely. <input type="checkbox"/> I follow the paths in muddy weather. <input type="checkbox"/> I look where I am going. <input type="checkbox"/> I ask an adult for help if my respectful problem solving strategies don't work.	<input type="checkbox"/> I respect the garden and work shed. <input type="checkbox"/> I listen to adults. <input type="checkbox"/> I look after the environment. <input type="checkbox"/> I take care of our gardens.	<input type="checkbox"/> I include others. <input type="checkbox"/> I play well with others. <input type="checkbox"/> I take turns in games.
<b>Playground areas</b>	<input type="checkbox"/> I use the equipment sensibly and safely. <input type="checkbox"/> I play on the correct play equipment. <input type="checkbox"/> I take care of others.	<input type="checkbox"/> I keep my hands to myself. <input type="checkbox"/> I speak kindly to others. <input type="checkbox"/> I wait my turn for the equipment.	<input type="checkbox"/> I share the equipment with others. <input type="checkbox"/> I include others. <input type="checkbox"/> I am patient while waiting my turn.
<b>Oval</b>	<input type="checkbox"/> I help someone if they are injured. <input type="checkbox"/> I am sun smart. <input type="checkbox"/> I play carefully and notify the teacher of wet areas. <input type="checkbox"/> I stay off the banks. <input type="checkbox"/> I aspire to get better at the games I play on the oval. <input type="checkbox"/> I stay within the school boundary.	<input type="checkbox"/> I respect and share the equipment. <input type="checkbox"/> I play games in a respectful manner <input type="checkbox"/> I keep my hands to myself. <input type="checkbox"/> I speak respectfully to others. <input type="checkbox"/> I model positive sportsmanship, fairness and decision making. <input type="checkbox"/> I accept decisions made by teachers.	<input type="checkbox"/> I work cooperatively when playing games. <input type="checkbox"/> I encourage and involve others in games. <input type="checkbox"/> I pay attention to people playing around me. <input type="checkbox"/> I play by rules and play fairly.
<b>Enter/exit school (crossings)</b>	<input type="checkbox"/> I walk my bike and/or scooter in the yard. <input type="checkbox"/> I cross at the crossing. <input type="checkbox"/> I am aware of people and cars outside of the school. <input type="checkbox"/> I model the correct use of crossings.	<input type="checkbox"/> I stay off the gates. <input type="checkbox"/> I speak nicely to the crossing people. <input type="checkbox"/> I stay in the school yard once I have entered. <input type="checkbox"/> I meet my parents in a prearranged place.	
<b>Learning spaces</b> (classrooms/ specialists/ indoor areas)	<input type="checkbox"/> I follow the ICT agreement. <input type="checkbox"/> I follow class expectations and instructions. <input type="checkbox"/> I move around inside sensibly. <input type="checkbox"/> I concentrate and let others learn.	<input type="checkbox"/> I use respectful language. <input type="checkbox"/> I respect others and their belongings. <input type="checkbox"/> I use equipment correctly. <input type="checkbox"/> I stay on task to complete my own work. <input type="checkbox"/> I use open spaces respectfully.	<input type="checkbox"/> I encourage others. <input type="checkbox"/> I am prepared to work with a variety of people. <input type="checkbox"/> I take turns. <input type="checkbox"/> I contribute when packing up. <input type="checkbox"/> I share ideas and listen to others.
<b>Office/Admin area</b>	<input type="checkbox"/> I wait patiently and quietly for my turn. <input type="checkbox"/> I leave the doorways clear. <input type="checkbox"/> I wait outside for my friends.	<input type="checkbox"/> I remember to use my manners. <input type="checkbox"/> I show respect and cooperate with the office staff.	
<b>Assembly</b>	<input type="checkbox"/> I wait quietly, showing the school values. <input type="checkbox"/> I join in singing. <input type="checkbox"/> I sit in the appropriate space.	<input type="checkbox"/> I listen respectfully. <input type="checkbox"/> I sing our Black Hill song/National Anthem respectfully. <input type="checkbox"/> I come prepared if I am speaking or presenting.	<input type="checkbox"/> I encourage others to do their best. <input type="checkbox"/> I support and encourage the speakers and presenters.
<b>Moving around school</b>	<input type="checkbox"/> I walk quietly and calmly. <input type="checkbox"/> I walk in 2 lines when appropriate. <input type="checkbox"/> I am a good role model.	<input type="checkbox"/> I move sensibly around the school.	<input type="checkbox"/> I encourage others to respect the learning of others when moving around the school. <input type="checkbox"/> I support others in moving around the school safely.
<b>Passive Play area</b>	<input type="checkbox"/> I play in the outside area unless it is raining. <input type="checkbox"/> I pack up my equipment when the music starts or an adult asks. <input type="checkbox"/> I will leave my own toys in class.	<input type="checkbox"/> I speak nicely to the people in Passive Play. <input type="checkbox"/> I respect others' creations. <input type="checkbox"/> I listen to instructions. <input type="checkbox"/> I play quiet activities. <input type="checkbox"/> I use a quiet voice.	<input type="checkbox"/> I share the equipment with others. <input type="checkbox"/> I cooperate with others I am playing with.

## COMMUNICATION AND REPORTING

Avenues of effective formal and informal communications exist to provide opportunities for teachers and parents to establish a friendly, supportive and co-operative working relationship.

These include:

**Compass** parent portal – has a newsfeed with any important messages from the school. When messages are posted, you will receive a notification via email or through the app (if you have it downloaded) that there is a new message in the newsfeed. In addition, you can notify the school via Compass if your child will be absent.

**Communication Books/Diaries** – These are used by all class teachers and are a means of daily two-way communication between home and school. It is important that parents check these daily.

School notes are usually placed in the communication book.

**School Newsletters** - These are published weekly, are available on the school website and Compass on a Thursday. We encourage families to log in to Compass or provide us with their email address on the school website <http://www.blackhillps.vic.edu.au/newsletter.php> in the interest of saving paper.

**Three Way Conferences** - These discussions assist teachers, parents and students to build a positive relationship to ensure three way communication. They aim at sharing information about student achievements, and provide an opportunity to set goals, discuss success and assist with strategies for improvement. **Three Way Conferences are conducted twice a year and you will be notified when booking are opened.**

**Written Reports** - These will be issued to parents in June and December. The report will cover both the academic and social development of the child. Reports will be made available via the Compass parent portal, and you will receive notification when they are available.

### **Black Hill Primary School Website**

This contains up to date information on school events via the calendar, the most recent School Newsletters, up to date School Policies, and general School Information.

Black Hill now has a **Facebook page**. This is used as another communication tool to give parents more access to school information.

## COMPASS

Compass is our electronic school management system which we use for attendance, reporting, analytics (student assessment data), behaviour tracking, conference booking, staff newsfeed and much more. Parents have access to a Compass Parent Portal, which allows you to see your child's progress, access a Newsfeed with important school information, access your child's semester reports, notify the school of absences and much more. Parents are given a login and temporary password, which they are prompted to save upon the first login. If you forget your login or password, the office staff are always happy to help you retrieve your login, or reset your password.

## DIGITAL TECHNOLOGIES

Each student from Years 3-6 have the opportunity to take part in the iPad 'bring your own device' (BYOD) initiative. Students in Years Prep – 2 will have the opportunity to work on Lenovo Yogas in their classrooms along with other digital technologies. We understand that Digital Technologies are an important learning tool that our students need to be very familiar with. Every classroom has an interactive whiteboard or large screen TV which is used by both teacher and students as part of the interactive classroom. For more information on the BYOD initiative, please see the BYOD Information tab on the Black Hill Primary School Website. <http://www.blackhillps.vic.edu.au/byod.php>



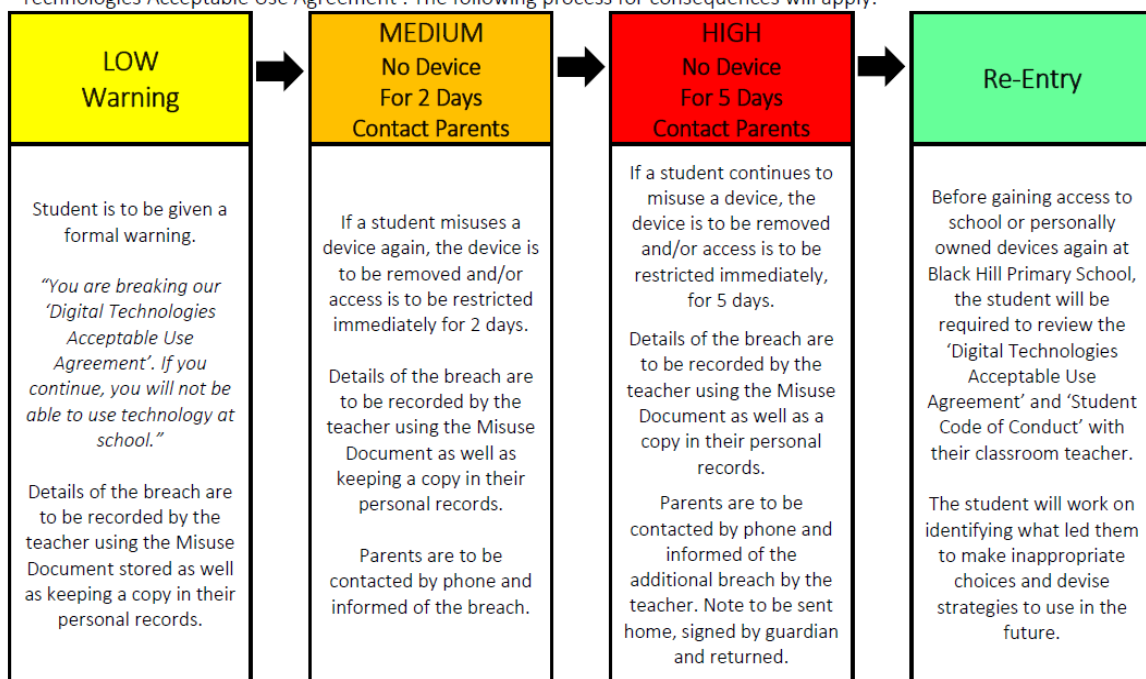
## Breaking the Digital Technologies Acceptable Use Agreement

### Our view on Digital Technologies:

iPads, Netbooks and digital devices are great tools for enhancing education when used properly. It is important as a staff and a school community that we develop the effective use of digital technologies by our students to maximise their learning opportunities.

### Consequence Procedure:

If a student misuses their device, they are in direct breach of the 'Digital Technologies Policy' as well as the 'Digital Technologies Acceptable Use Agreement'. The following process for consequences will apply:



### HIGH Breaches

For all high level breaches, please refer the issue directly to either the Assistant Principal or Principal.

### Levels of Misuse – Examples:

LOW	MEDIUM	HIGH
<ul style="list-style-type: none"> <li>Using a device at an inappropriate time (for example, when walking around school grounds or at the beginning/end of the day)</li> <li>Leaving a device in an unsupervised or undesignated area</li> <li>Consuming food/drink near devices</li> </ul>	<ul style="list-style-type: none"> <li>Interfering or misusing someone else's device</li> <li>Using, uploading or publishing photographs or videos of peers/teachers without permission</li> <li>Using a device for unrelated or inappropriate activities</li> </ul>	<ul style="list-style-type: none"> <li>Accessing and altering the files and folders on the school network</li> <li>Participating in any form of cyberbullying</li> <li>Intentionally damaging a device</li> <li>Consistently disobeying an adult's/teacher's instructions</li> </ul>

Digital Technologies are not to be used for non-learning purposes during learning time or recess and lunch breaks.

Only designated school apps are allowed to be used while at school.



## EXCURSIONS AND CAMPS

Camps and excursions provide practical experience as an extension or reinforcement of classroom activities. They relate closely to the school curriculum and provide meaningful learning situations. Social skills, leadership, respect for the environment and enjoyment are the aims of these activities.

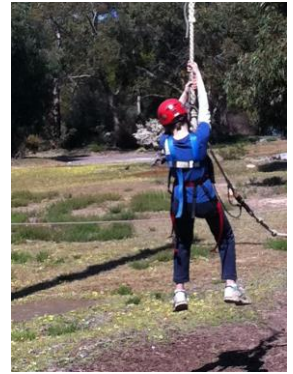
Prior to an activity, full details are circulated to parents.

All costs related to camps and excursions are borne by the parents.

In exceptional circumstances some financial assistance may be available.

Such matters may be addressed confidentially with the Principal.

The safety and well being of the group is to be considered at all times. The school reserves the right not to include students in the educational excursions and camps programs due to behavioural and safety reasons.



## FOOD

Lunch is eaten in classrooms under supervision. Lunch should be substantial and healthy. Rubbish is a major issue for our school and in order to keep our yard tidy, we would appreciate families sending 'nude food'.

We encourage waste minimisation and hope that you will use environmentally friendly/reusable lunch containers. Fruit or vegies may be eaten in classroom fruit breaks and water only may be used in classroom water bottles.

## GAMES

No games involving tackling, grabbing, hitting or throwing dangerous objects at other people are allowed.

## HOMEWORK

Student homework requirements and excursion details are outlined in the student diaries for students in Years 3-6. Please talk with your child's classroom teacher for further details, or see the Homework policy on the school website.

## HOME PROGRAMS

Reading with your child and talking about what they are reading is a vital factor in improving literacy results. This partnership between home and school is vital to us all. We would ask that parents and their children participate in the home reading program. Your child's class teacher will chat with you about their specific requirements. In addition, work on number facts and working mathematically are extremely important. Estimating the cost of weekly shopping, adding the cost of two or more items and working with money generally and mental computations are all important aspects of familiarising your child with how to work mathematically. Don't overlook the importance of having the times tables displayed in your home and working on automatic recall of these tables each night.

## HOUSE SYSTEM

A house system operates throughout the school with new students being allocated to the same house as older brothers and sisters.

The four houses are: Taylor (Blue); Johnson (Gold); Hunter (Red); Geil (Green). The senior students of each house elect House Captains and Vice Captains. The captains are presented with badges at a special assembly.

## IMMUNISATION CERTIFICATE

All children enrolling in Prep level of Primary School are required to have presented on their behalf an "Immunisation Certificate" before commencing school. Parents of children starting in Prep grade must obtain an Immunisation Certificate from their Local Council Health Department.



## INFECTIOUS DISEASES

Children suffering from infectious diseases shall be excluded for the periods described in the following table

<b>German Measles (Rubella)</b>	Until fully recovered at least seven days from the onset of the rash.
<b>Measles</b>	At least four days.
<b>Whooping Cough</b>	Medical Certificate or four weeks.
<b>Head Lice</b>	To be excluded until treated. The most effective lotion may be obtained from your Pharmacist. The school office can provide advice.
<b>Scarlet Fever</b>	Medical Certificate.
<b>Hepatitis</b>	Medical Certificate.
<b>Ringworm</b>	To be excluded until treated.
<b>Impetigo (School Sores)</b>	Excluded until treated. All sores must be covered.
<b>Mumps</b>	Until fully recovered.
<b>Poliomyelitis</b>	Medical Certificate.
<b>Chicken Pox</b>	Until fully recovered.
<b>Diphtheria</b>	Medical Certificate. Two negative swabs.
<b>Conjunctivitis</b>	Until eye discharge has ceased.

The School may be contacted for further information including infectious diseases not shown in this table.

The School Medical Service checks all children in Prep and parents are notified of any concerns resulting from these checks.

## LIBRARY

All classes use the library facilities. Borrowing routines are taught and children are encouraged to borrow regularly.

All children must use a library bag to house any borrowed books.

Parents may be responsible for the cost of replacing unreturned or damaged books.

## LOST PROPERTY

All personal property should be clearly labelled to ensure ease of identification and return of lost items. A lost property box and clothing rack can be found outside the office and is used to store unclaimed items. Parents are encouraged to check these regularly.

**Schools have been requested to inform parents that private property brought to school by students is not insured, nor is DET or the school responsible for any loss.**

## LUNCH ORDERS

Each Wednesday, Thursday and Friday the School Canteen provides lunch orders for our students. A list of available items and their costs is available at the office and on the school website. Parents are encouraged to order and pay with the Qkr! app on your smartphone. Alternatively, if you send an order with cash, it is important that you send the correct money with the order, with your child's name and class on the bag or envelope. Our canteen complies with Departmental requirements regarding healthy eating options.

## MONEY AND VALUABLES

**Electronic games, mobile phones and valuable swap cards or other items must not be brought to school without express permission of the Principal.**

Money sent to the school for excursions, canteen, school bank and the like should be in a school envelope bearing the child's name, class and purpose. Envelopes are available at the office.

## PERFORMING ARTS

- The aim of our Performing Arts program is to develop and strengthen the enjoyment and understanding of Music, Drama and Dance.
- All children have a Performing Arts class each week with a specialist teacher.
- Our program includes developing an understanding of music, dance and dramatic elements plus exploration and discussion, creation, performance and reflection.
- Students participate in playing music, singing, choreographing and performing dances as well as a variety of dramatic play. They are exposed to a range of genres and famous performers and pieces and gain a deeper appreciation of the Arts.

## PARENT/CARER CONTACT DETAILS

It is imperative that the school has your daily phone number AND that of a responsible friend or relative.

**If confidential contact information changes, please notify the school immediately. This includes changes to your telephone numbers.**

If medication is to be taken at school, a Medication Request Form must be completed and the medication handed to the office staff.

## PARENT PARTICIPATION AND INVOLVEMENT

At Black Hill Primary School we believe that parents have both a right and responsibility to actively participate in their child's education. The implementation of the school's philosophy of developing each student requires an active and dedicated school community. The school community is strengthened by actively encouraging a wide ranging participation of all parents at all levels of its operation.



### Areas of Participation:

Parents are encouraged to participate in a wide range of areas including:-

- (a) School Council,
- (b) Classroom assistance,
- (c) Curriculum Committee,
- (d) Parent Representative Group,
- (c) Excursions,
- (d) Sporting programs,
- (e) Working bees,
- (f) Library assistance,
- (h) Reading program.

Parents are invited to indicate their interest and availability to become involved in these programs by contacting the Principal, or your child's classroom teacher.

### Benefits

Through these areas of involvement parents and students will be able to gain the following benefits:

- Insights into the school programs and planning.
- Sharing and passing on ideas to benefit the student's schooling.
- Raising funds for improving school facilities.
- Improved student performance because of parental interest shown.

## PARK AND WALK INITIATIVE

### WALKING IS A GREAT WAY TO KEEP FIT AND HEALTHY.

Just 30 minutes every day can increase heart fitness, strengthen bones, reduce excess body fat and boost muscle power and endurance.

It's free and doesn't require any special equipment or training.

**This map has been designed to help and encourage primary school students to walk safely to school.**

There are 4 'Park and Walk' areas on the map. These areas have been chosen as a good place for parents driving students to school to drop them off so they can walk the rest of the way on their own or with other students.

Park and walk is only recommended for students who are responsible enough to walk independently. Parents are encouraged to initially walk with their child until they are confident to go solo.

**With more students walking to school this will reduce the number of cars on the road and traffic jams during the busy drop off and pick up times.**

The routes on the map are also suitable for scooters and bicycles. The map clearly marks school crossings, main streets and can be used by anyone.



This resource has been developed by the City of Ballarat in conjunction with VicHealth's program 'Walk to School' with the purpose of increasing the number of children walking.

For more information call City of Ballarat Customer Service on 5320 5500 or visit [www.ballarat.vic.gov.au](http://www.ballarat.vic.gov.au)

WALK TO SCHOOL

an initiative of VicHealth

CITY OF BALLARAT

Black Hill Primary School



### PARK AND WALK

Wouldn't it be great to see more people walking and less people driving to Black Hill Primary School

### Black Hill Primary School PARK AND WALK MAP

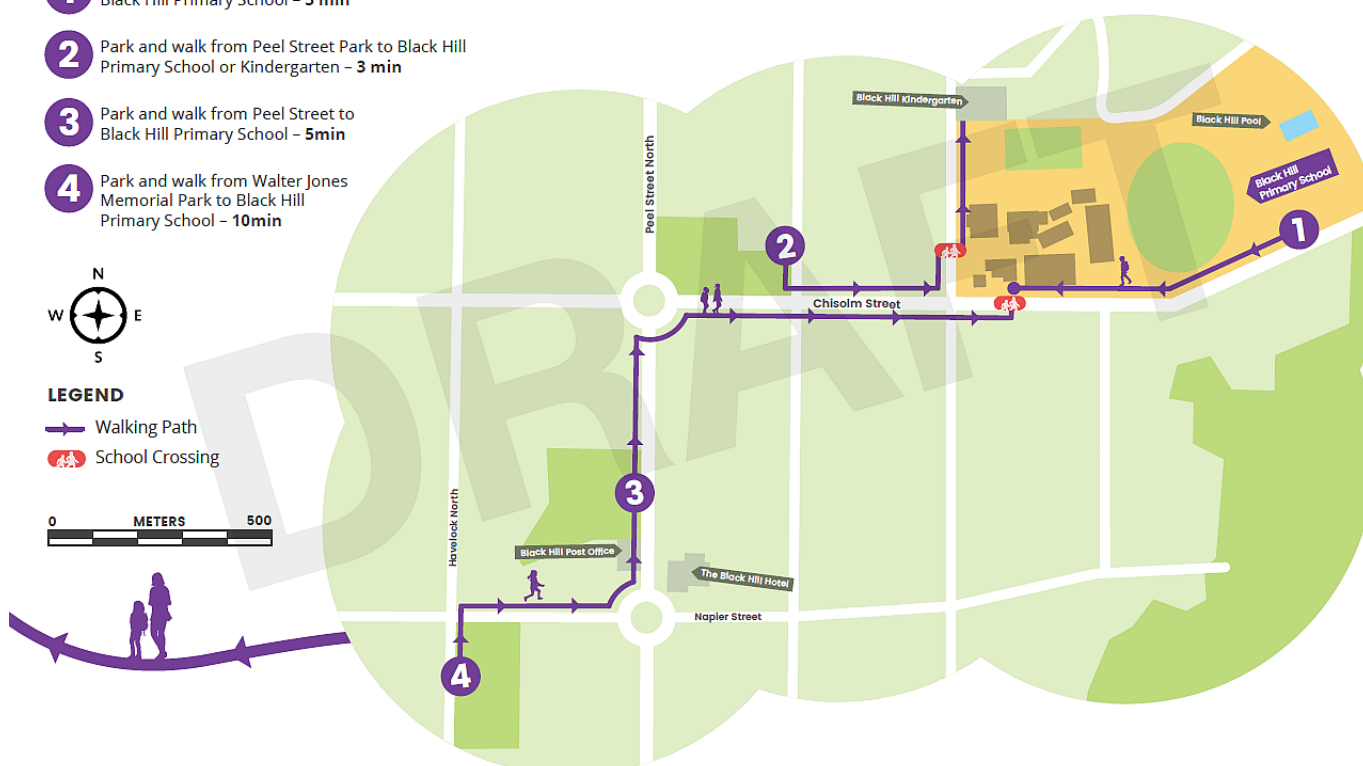
- 1** Park and walk from Binney Reserve to Black Hill Primary School – 3 min
- 2** Park and walk from Peel Street Park to Black Hill Primary School or Kindergarten – 3 min
- 3** Park and walk from Peel Street to Black Hill Primary School – 5min
- 4** Park and walk from Walter Jones Memorial Park to Black Hill Primary School – 10min



#### LEGEND

- Walking Path
- School Crossing

0 METERS 500





## PERMISSION TO LEAVE THE SCHOOL GROUNDS

Children are not permitted to leave the school unless this is specifically requested in writing or in person **by a parent or carer**. It is essential that the procedure be adhered to, to ensure that the school has appropriate records in an emergency.

Some parents may be in a situation where they have sole custody of their children with the other parent only having access at some specific time arranged by the Family Court. The parent who does not have custody is not entitled, by law, to come to the school to see the child in such circumstances. However, reports of a child's progress can be made available to an estranged parent on his / her request. **The school must be informed if there are any current court orders relating to custody or access.**

## PHYSICAL EDUCATION

Black Hill Primary School inspires students to be involved in physical activities that develop individual skills, team skills and develop healthy attitudes and habits. Students participate in weekly Physical Education sessions using a range of different spaces including the indoor gymnasium, tennis courts and oval.

Students develop their Fundamental Motor Skills including run, leap, throw, catch, kick, strike, punt, vertical jump, dodge and bounce and use these skills when taking part in games and activities. Students undertake activities such as athletics, cross country, ball handling skills and team games such as basketball, netball, Futsal, soccer, European handball, football, sof-crosse and hockey.



Athletics are concentrated on in Term 1, culminating in an inter-school athletics competition for Years 1 - 6 at Llanberis Reserve.

Appropriate footwear and clothing is essential eg. Sandshoes, football boots, t-shirt, shorts / skirt, tracksuits.

During Term 3 each year the indoor gymnasium is turned into a Gymnastics space with everything from tumble mats to climbing apparatus. In addition, there are many opportunities for students to be involved in clinics both within school and by outside organisations for various sports including badminton, volleyball, AFL, tennis, baseball and many more.

Students at Black Hill Primary School also have the opportunity to represent the school in many varied district sports events and many go on to compete at a Division, Region and even State level.

## SWIMMING

Black Hill Primary School considers swimming to be an essential part of our Health and Physical Education Program. Students in Years 3 to 6 take part in an intensive water safety program at the start of Term 1 each year at the Black Hill pool and students in Foundation -2 take part in water safety lessons in November/December at the Ballarat Aquatic Centre. Students are taught by classroom teachers, Austswim instructors and volunteers.



## POLICIES

Please find below a list of all current school policies. Some of these policies can be found on the school website, others by request.

- Anaphylaxis Policy
- Attendance Policy
- Bullying Prevention Policy
- BYOD Policy
- Child Safe Code of Conduct
- Child Safe Mandatory Reporting Policy
- Digital Technologies Policy
- Duty of Care Policy
- Electronic Funds Management Policy
- Equal Opportunity, Discrimination and Anti-Harassment Policy
- Equipment and borrowing Policy
- eSmart Policy
- Excursions Policy
- Face Book & Social Media Policy
- First Aid Policy
- Gifts, Donations and Hospitality Policy
- Identifying and reducing Risks of Child Abuse Policy
- Incident Management Policy
- Internet Banking Policy
- Internet policy and procedures ICT acceptable Use Policy
- Intervention Policy
- Investment Policy
- Managing Challenging Behaviour Policy
- Mandatory Reporting Policy
- Maths Policy
- OHS Inspections Policy
- Parent & Community Involvement Policy
- Parent Concerns and Complaints Policy
- Parent Payment Policy
- Policy Development Policy
- Privacy Policy
- Restraint of Student Policy
- School Purchasing Policy
- Staff Code of Practice Policy
- Student Attendance Policy
- Student Welfare Policy
- Student Wellbeing and Engagement Policy
- Sunsmart Policy
- Uniform Policy
- Working with Children Check Policy
- Yard Duty Supervision Policy

## PLAYGROUND

### School Buildings

Students are able to enter their classrooms upon the sounding of the 8.50am bell, provided there is a teacher present.

Students will be able to access the indoor areas of the school during recess and lunchtime with a building pass obtained from the teachers on duty.

### Playground Areas

Designated play areas for students will be allocated at the start of each school year and will be clearly identified to all students to avoid confusion and conflict. We have a large outdoor area, that will be supervised by teachers on duty at each break. Staff on duty are able to be identified by their fluorescent outer garments. These staff are able to deal with all issues that present in the yard and should be a student's first point of contact should they require assistance.



## PUNCTUALITY

Please ensure that your child arrives at school on time. Punctuality is an expectation for all of us.

Learning time at our school begins at 8.50am. We seek your help to ensure a prompt start to the school day. The school day begins with reading so please speak with your child's teacher if you feel you are able to help at this time.

Children should not be at school before 8.40 am. It is also expected that all children will have left the grounds at the end of the day by 3.45 pm. School crossings are supervised until this time. Please telephone the school should you be arriving late at the end of the school day.

Should your child/children not be collected by 3.45, they will be required to move inside to the general office area to be supervised until collection. A bell will sound at 3.45 indicating it is time to move inside.



### **Qkr! SMARTPHONE APP**

Black Hill Primary School has teamed with MasterCard Labs to offer an innovative free mobile phone app for Apple and Android called Qkr! which facilitates payment for all school charges including camps, excursions, booklists, and canteen orders. This not only makes it easier for parents, but also streamlines processes within the school making administration much more efficient.

### **SCHOOL BANKING**

Student banking is encouraged. A school bank account for your child may be opened through the school with the Commonwealth Bank. Bank day is Tuesdays throughout the school year. The office staff will carry out necessary transactions.

### **SCHOOL CONCERT**

The school presents a School Concert every 2 years, which is an outstanding event and very much a part of the community cultural calendar.

All students are involved in the concert, many finding their talents for the first time!

We also have a variety of private music tuition classes.

### **SCHOOL COUNCIL**

The School Council is the governing body of the school. It consists of members elected from 2 categories: those in some way employed by the Department of Education and Training (DET) and those who are not employed by DET.

The Council responsibilities embrace school curriculum, finance, buildings and grounds, personnel, and policy.

Elections are held every year in March, at the AGM. The serving term is two years and casual vacancies are for twelve months.

The Council meets monthly. Members of School Council serve on a variety of sub-committees covering various functions of the school.

### **SCHOOL CURRICULUM FEATURES INCLUDE:**

- Kindergarten - Prep transition program,
- Year 6 to year 7 transition program,
- Interschool sport,
- Camps and excursions program,
- Program for Students with Disabilities,
- Buddy Program for Prep students,
- Cross Country,
- Bi-annual School Concert & Arts Week,
- Athletic sports,
- Support groups for children experiencing difficulties,
- Library,
- LOTE (Italian),
- Environmental programs – Waste Warriors,
- Information nights for community,
- Social Skills Programs,
- Speech Therapy,
- Thorough assessment program,
- Life Skills,
- Intervention Programs delivered by our Education Support Staff:
  - QuickSmart,
  - Multi-Lit (Making up lost time in Literacy),
  - Speech and Articulation Program (STAP),
  - Bridges.



## SCHOOL DOCUMENTATION

Our **Strategic Plan** provides an overview of our goals and priorities for a four year period and sets the directions in which we move and outcomes we hope to achieve. Resources are allocated according to the goals / priorities that are set.

The **Annual Report** is tabled at school council and available to the community in March each year and provides the data which measures the achievements of our Strategic Plan year by year.

## SCHOOL UNIFORM

**It is expected that all children take pride in their school by wearing the complete Black Hill Primary School uniform.**

### UNIFORM – BOYS and GIRLS

- Gold polo shirt/skivvy
- Navy blue windcheater (with LOGO)
- Navy blue shorts/Navy track pants
- Navy blue check dress
- Navy blue polo shirt for Grades 5 and 6. (with LOGO)
- Black shoes or black sneakers
- School broad brimmed hat: - with LOGO - (Children must wear hats which protect the face, neck and ears whenever they are outside)



**As we are a SUNSMART school the wearing of broad brim hats outside is compulsory from 1st September to 30th April.**

**Clothing may be purchased from the school's supplier CROCKERS** located at 4 Armstrong St. North, Ballarat. Shop hours are Monday – Friday: 9.00am to 5.30pm & Saturday – 9.00am to 1.00pm. Phone No: 53 313222

**WE SUGGEST THAT YOU LABEL ITEMS OF CLOTHING INSIDE THE WAIST BAND, POCKET OR COLLAR AND THAT YOU USE A PERMANENT MARKER.**

## SIGNING YOURSELF AND YOUR CHILDREN IN AND OUT OF SCHOOL

All parents must notify the office of their presence at the school at all times other than when dropping children off at the start of the school day or picking them up at the end of the school day. Simply sign in at the office on your way in, and sign out when you leave. This enables us to identify everyone present in the school should there be an emergency. Also, if your child needs to leave the school for an appointment, please sign them out and back in again upon return.

**If collecting children early, please report to the office to collect children. Do not go directly to your child's room. You will need to sign the 'early departure' book.**

## STUDENT AND CLASS MATERIALS AND SERVICES CHARGE

The school charges a class material and services charge to cover the cost of classroom requisites and your child's individual requisites. This charge covers requisites in all classes including specialist, library and digital technology apps.

Each year the fee is set at the November School Council Meeting. Parents who have difficulty in meeting this requirement should discuss the matter with the Principal.

## STUDENT ENGAGEMENT POLICY

Black Hill Primary School has a School Engagement Policy based on the DET Student Engagement guidelines designed to promote student attendance, positive behaviour and safe, supportive environments.

Our Student Engagement Policy:

- reflects the rights, responsibilities and expectations of the whole school community
- incorporates information about how the school will prevent and intervene in instance of bullying and cyberbullying

- documents how the school:
  - creates a positive and engaging school culture
  - promotes school attendance
  - adopts a staged approach to promote positive behaviour and take disciplinary measures.

### STUDENT LEADERSHIP

We recognise the importance of developing leadership skills in our students. Years 5/6 students are involved in leadership roles as School Captains, House Captains, Library Captains, Digi Kids, Arts Captains, Learning Advisors, Canteen Monitors, LOTE Capitani, Photography Captains and Playground Mentors, to develop skills in leadership organisation, cooperation and developing goals. Years 2-4 students are involved in the capacity of Environmental Monitors, Waste Warriors and Wellbeing Detectives.

Students at our school are encouraged to initiate activities. Our School Leaders Program is an example of how children are demonstrating responsibility. These children are wonderful role models for the other children to relate to. This enhances our positive school atmosphere.

### STUDENT REPRESENTATIVE COUNCIL 'KID'S VOICE'

This group consist of two members from each class from Years 1 to 6. Members are elected by the children in their class.

These children then meet on a regular basis. Suggestions are put forward by members on any matter concerning the school. Usually these suggestions are talked about in the classroom during a class meeting.



### STUDENT WELLBEING

The wellbeing of students in our school is of utmost importance.

Children are given the opportunity to discuss issues individually, or in groups, as the needs arise.

Some programs currently operating in our school are: -

1. Support groups for children experiencing difficulty.
2. Behaviour modification programs.
3. Social Skills - introduction, demonstration and rehearsal of specific skills.
4. Mentoring Program.
5. Disabilities Program - as well as providing an opportunity for all children to be involved in school programs, our Disabilities Program provides support for teachers and parents as well.

**Any issues or concerns you may have related to Student Wellbeing should be directed to the Principal or your child's classroom teacher.**

**It is clearly parents' responsibility to ensure that the school has an adequate supply of medication for your child. Children are not permitted to self medicate at any time.**

If your child suffers from asthma or anaphylaxis it is required that an inhaler/Epipen be kept at the school and that you consult your G.P. regarding an asthma/anaphylaxis management plan.

### VISUAL ARTS

We are very proud of our Visual Arts program. This program provides all of our students with opportunities to creatively express themselves through a variety of media with experiences in painting, drawing, threads and textiles, modelling, construction, printing and collage. We have community exhibitions and student work is regularly exhibited around our school. Our Visual Arts program is second to none!

## YARD BEHAVIOUR CHART

Yard	
Behaviour	Medium to High level
<ul style="list-style-type: none"> <li>Disrespect of equipment or material both school and personal</li> <li>Disrespectful language</li> <li>Swearing</li> <li>Put down of others, name calling</li> <li>Interfering with others play</li> <li>Following</li> </ul>	<ul style="list-style-type: none"> <li>Disrespect to school staff</li> <li>Defiance / non compliance</li> <li>Hurting or causing injury to others</li> <li>Throwing sticks and stones</li> <li>Fighting</li> <li>Inappropriate use of the school facilities – particularly toilets</li> </ul>
<b>Stage 1</b> <ul style="list-style-type: none"> <li>Quiet warning</li> <li>Reminder of appropriate behaviours and values</li> <li>Ref: Matrix</li> </ul>	<ul style="list-style-type: none"> <li><b>Quiet warning</b> for disrespect or defiance</li> <li><b>Walk with the yard duty teacher</b> for half of play session</li> <li>For unsafe behaviour <b>Time out of the yard</b> – for the duration of the play session at the office</li> <li>Record information on compass</li> <li><b>Parents of all children involved notified</b> by classroom teacher phone call or diary</li> <li><b>Reminder</b> of appropriate behaviours and values</li> <li>Ref: Matrix</li> </ul>
<b>Stage 2</b> <ul style="list-style-type: none"> <li>Walk with the <b>yard duty teacher</b> for half of play session</li> <li>Reminder of appropriate behaviours and values and consequences for continued behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Unsafe behaviour: <b>Parent contacted by leadership</b>: early pick up by parent</li> <li>Repeated negative defiance or disrespect: <b>Time out of the yard</b> – for the duration of the play session</li> <li><b>Behaviour meeting with parents and teacher and leadership.</b></li> <li><b>Leadership</b> contacted for support if required</li> <li><b>Parents of all children involved notified</b> by leadership phone call, or note home</li> <li>Record information on Compass</li> </ul>
<b>Stage 3</b> <ul style="list-style-type: none"> <li>Time out of the yard – for the duration of the play session with the <b>yard duty teacher</b></li> <li>Reminder of appropriate behaviours and values and consequences for continued behaviour</li> <li>Record information on compass</li> <li><b>Parents of all children involved notified</b> by classroom teacher phone call or diary</li> </ul>	<ul style="list-style-type: none"> <li>Repeated negative high level behaviour: meeting with <b>parents, teacher and leadership.</b></li> <li>Repeated unsafe behaviour: <b>Parent contacted by leadership</b>: early pick up by parent</li> <li>Repeated negative defiance or disrespect: <b>Time out of the yard</b> – for the duration of the play session</li> <li><b>Behaviour meeting with parents and teacher and leadership.</b></li> <li><b>Leadership</b> contacted for support if required</li> <li><b>Parents of all children involved notified</b> by leadership phone call, or note home</li> <li>Record information on Compass</li> </ul>
<b>Stage 4</b> <ul style="list-style-type: none"> <li>Repeated negative low to medium level</li> <li><b>Behaviour parent meeting with parents and teacher.</b></li> </ul>	<ul style="list-style-type: none"> <li>Repeated negative high level behaviour <b>Student Support group meeting with classroom teacher and school leadership</b> (Student Services if needed)</li> <li>Individual behaviour management plan</li> <li>Intensive behaviour modification using Rights, Resilience and Respectful Relationships curriculum material</li> <li>Possible referral to support agencies</li> <li>Suspension</li> </ul>
<p style="text-align: center;"><b>Corporal punishment is prohibited in all Victorian Schools</b>  <b>Corporal Punishment must not be used at Black Hill Primary School under any circumstances</b></p>	



# SCHOOL MAP

