KERANG PRIMARY SCHOOL

Our Values:
Respect, Responsibility, Kindness

INFORMATION BOOKLET 2026

"A School Where Every Child Counts"

Kerang Primary School
75-79 Victoria Street Kerang 3579
Ph. 5450 3181 Email: kerang.ps@education.vic.gov.au
Website on: www.kerangps.vic.edu.au
Principal: Jack Wardell

Principals Message

It is with great pleasure and enthusiasm that I extend a warm welcome to each and every one of you to Kerang Primary School. As the proud principal of this wonderful school, I am excited to embark on a new chapter in the school filled with promise, growth, and success.

At Kerang Primary School, we believe in fostering an environment that encourages curiosity, creativity, and a love for learning. Our dedicated team of educators is committed to providing a nurturing and stimulating atmosphere where every student can thrive academically, socially, and emotionally.

We recognize that each student is unique, possessing their own set of talents, interests, and aspirations. Our goal is to cultivate a holistic educational experience that not only focuses on academic excellence but also on the development of essential life skills. Through a rich and diverse curriculum, extracurricular activities, and a supportive community, we aim to empower our students to become lifelong learners and responsible global citizens.

As partners in your child's education, we encourage open communication and collaboration between parents, teachers, and students. Together, we can create a strong foundation for academic success and personal growth.

I look forward to working with your family to create memorable experiences, achievements, and positive relationships through your child's primary school journey.

Jack Wardell - Principal

School Vision

To work with our community to achieve outstanding academic and wellbeing outcomes for all our students.

What we offer

- Positive and professional staff committed to developing the learning of every student in partnership with parents and carers.
- An innovative curriculum that uses evidence-based practice to accelerate student learning and wellbeing.
- A school culture that values strong partnerships between home, school, and the community.
- A comprehensive ICT program that offers a 1:1 ratio of devices to students.
- Specialist subjects including Physical Education, Art, Music, Library and AUSLAN. The school also runs a Stephanie Alexander Kitchen Garden program.
- A mixture of heritage and modern facilities that create a physically welcoming environment for all.

Our School Values

The school operates under 3 main values of **Respect, Responsibility and Kindness.**

These values underpin the interactions of our school community and provide guidance for how each member of the school community can grow and learn.

General Information

Term Dates 2026

	Start date	Finish date
Term 1	27 January (students start 28 January in government schools)	2 April
Term 2	20 April	26 June
Term 3	13 July	18 September
Term 4	5 October	18 December

Public Holidays 2026

Labour Day	Monday 9th March
Anzac Day	Tuesday 25th April
King's Birthday	Monday 8th June
Melbourne Cup	Tuesday 3th November

School Times

School commences	9:00am
Learning session 1	9:00am - 11:00am
Eating in quiet area	11:00am - 11:10am
Recess	11:10am - 11:30am
Learning session 2	11:30am - 1:30pm
Eating lunch in quiet area	1:30pm - 1:40pm
Lunch	1:40pm - 2:20pm
Learning session 3	2:15pm - 3:20pm

School Policies

All practices at Kerang Primary School are covered by explicit policies. The School Council has a role to review and reshape policies where needed to reflect new directions and the evolution of best practices at school.

Parents are able to view the school's policies on the school website, or by contacting the school office to obtain a copy of the relevant policy.

Staff Members: 2025

Principal: Jack Wardell

Teachers:

Mrs Jodie Tieppo	Prep/ 1
Mrs Maddy Du Preez/ Miss Chloe Adams	2/3
Mr Andrew Managan	4/5/6

Education Support:

Mrs Amanda Lake

Mrs Andrea Dee

Miss Phoebe Hall

Mrs Dawn Morris (Tutor)

Mr Maurice Day (KESO)

Specialist Teachers:

Mrs Kylie Leahy	MARC
Miss Chloe Adams	Art
Mrs Maddy DuPreez	Tutoring
Ms Michele Minogue	Music/SAKG
Mr Jack Wardell	PE

Wellbeing Officer: Mrs Tegan Cooke

Business Manager:

Mrs Kirstyn Waddingham

Mrs Donna Miles

Absences

All absences from school must be explained by contacting the school by 10am.

General Information

Money

When children bring money to the school, please put it in an envelope, and write the amount, the child's name, and class, and what the money is for. **Please do not send loose money to school.**

Lunch

Children will need recess; it is a good idea to wrap this separately. Most Prep children require quite a large recess as the first session is 2 hours long, so they are usually very hungry by 11am.

Children can have a snack time at 10am if they wish. It must be a fruit or vegetable and able to be eaten as they work. Celery, carrot, apples cut into small pieces are ideal. Children are supervised in the eating area/ classroom while recess and lunch are being eaten. We encourage healthy eating at Kerang Primary School as it provides the students the nutrition they need for optimum learning.

Lunch Orders

These are currently provided by Kerang Technical High School on Fridays.

If you wish your child to have a lunch order, please write his/her name, grade, and order on the front of an envelope and send to school. These will be put in the lunch order box in the office at the start of school and orders will be delivered just before lunch. A lunch order price list will be distributed to pupils during the first week of term 1.

Please provide recess if your child is having a lunch order as it is a long time from breakfast to 1.30pm.

Children are not permitted to go to the shop to get their lunch unless they are accompanied by a parent or guardian.

Newsletters

Every Thursday a school newsletter goes home to each family, reporting activities taking place at the school and forthcoming events. Please check bags it goes home with the youngest child in the family. The newsletter is available on our Facebook Page.

Facebook Page

We have a school Facebook page which we update regularly with current school happenings. You can find it by searching 'Kerang Primary School'.

Website page

You can visit school website page at **www.kerangps.vic.edu.au.**

Reports

A mid-year and end-of-year report will be sent home for each child. Please don't wait for written reports or the student-led Conference if you have any concerns for your child's learning or welfare at school. Parents are welcome to make an appointment to meet teachers at any stage of the year.

Parent—Teacher Interviews

These are held throughout the year, the first being during Term One as a "Getting to Know You" interview. Another parent/teacher interview will be held in Term 3. These are in the form of a student led conference and goal setting. End-of-year interviews are only held by request of the parent or the teacher.

Parent/Teacher Communication

Achieving good results is dependent on a strong home-school partnership. That partnership is, in turn, dependent on good communication. Parents are encouraged to communicate regularly with teachers to discuss their child's progress in an informal way. Formal meetings may be arranged by making an appointment at a mutually convenient time.

School Library

We have a fabulous school library, and it is available to every child in the school. Books may be borrowed in class library time. Children need a library bag to carry their books home in. Our school library is supported by the MARC van library teaching service each Monday and Friday.

Assembly

A whole school assembly is held every Friday morning at 9am. This is where we celebrate any achievements of the students, awards are handed out and reminders for important events are announced. All parents are encouraged to attend. Students love to share their achievements with their family members.

Book Club

Children have the opportunity to purchase inexpensive, good quality literature through a number of book clubs. Information on these is sent out throughout the year.

General Information

Compulsory School Uniform

Winter

GIRLS

Green tracksuit pants
Green windcheater/jacket
Green long/short sleeved polo t-shirt
Green or white skivvy

BOYS

Green tracksuit pants/bootleg pants
Grey school trousers
Green windcheater/jacket
Green long/short sleeved polo t-shirt
Green or white skivvy

Summer

GIRLS

Green and white checked dress
Green Skorts/ shorts
Green polo t-shirt
Green school hat

BOYS

Grey or Green shorts
Green polo t-shirt
Green school hat

SHOES AND SOCKS - GIRLS AND BOYS

Black or white gym shoes, black leather school shoes, brown or white sandals, white, grey or dark green socks.

All items other than shoes are sold from the Main Office with a small margin that covers freight. Girls checked summer dresses will be available on order only.

Broad-brimmed hats are compulsory under our Sun Smart policy in Terms 1 and 4.

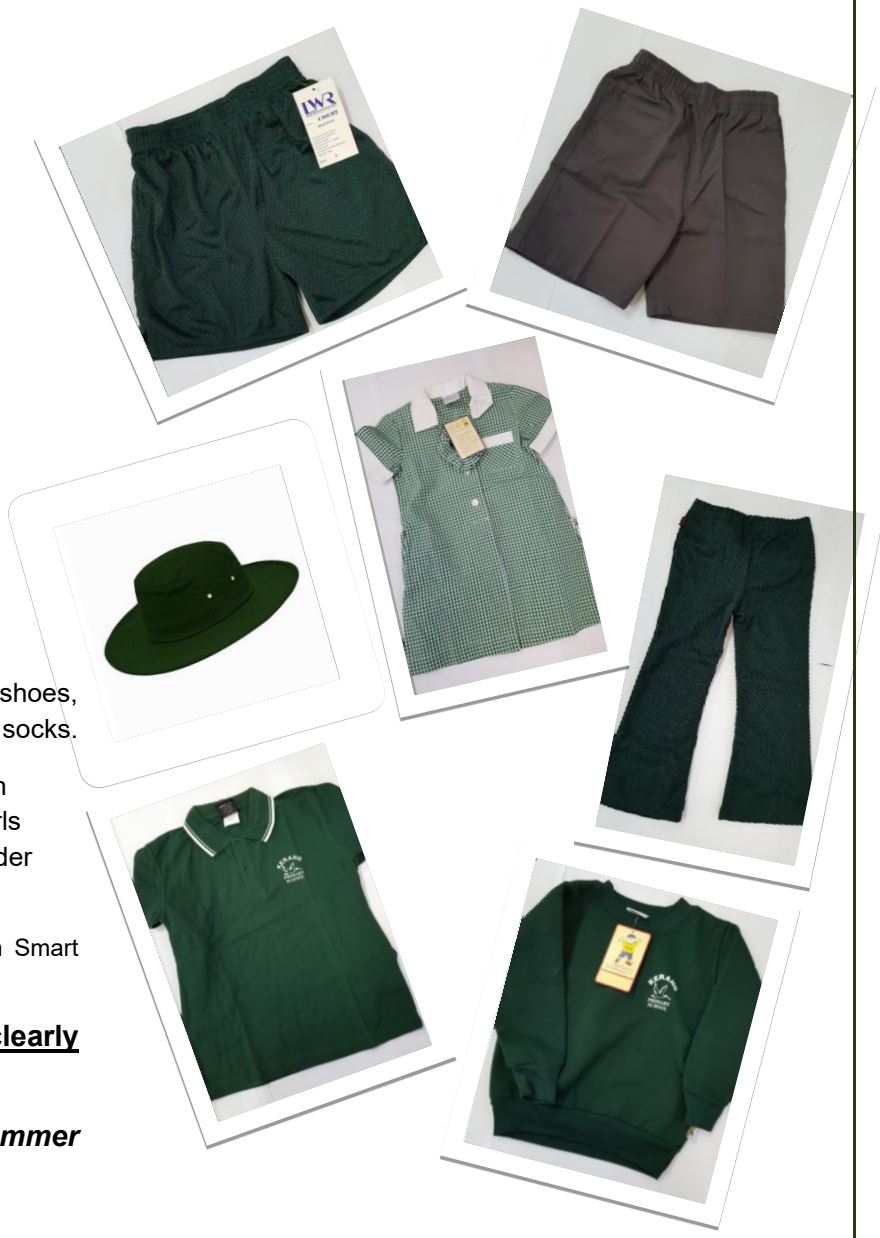
ALL clothing worn to school should be clearly named.

New Preps receive— One free summer uniform, a reader bag and hat.

***** Please see Uniform Price list/ Order form at the back of this booklet. *****

Please note:

- School shirts must not have anything printed on them other than the school logo (may be plain).
- Peaked caps are NOT permitted.
- No jewellery is to be worn with the exception of watches or plain stud earrings, and long hair to be tied up.



Preparation for School

10 tips to get ready for school

1. Practise the journey to and from school
2. Arrange play dates with families who will have kids at the same school
3. Encourage independence – skills like dressing, packing and carrying a bag, applying sunscreen and going to the toilet
4. Label all belongings
5. Talk about and practise any after school arrangements
6. Check start and finish times and where to drop off and collect your child
7. Be positive, get your child excited, and talk about any worries they have
8. Visit a library and read with your child
9. Start using the name of their new teacher to help build familiarity
10. Establish predictable routines including dinner, bath time and bedtime

The first day of school

- Make sure your child knows who will take them to school and pick them up on the first day.
- Help your child to organise their clothes, hat, shoes and socks the night before.
- Help your child to pack their school bag with a snack, drink, lunch and a hat.
- Place a spare pair of underpants and a change of clothes in a plastic bag. Let your child know these clothes are in their bag in case of any accidents at school.
- Put sunscreen on your child in the morning if it's needed.
- Show your child where you will meet them at the end of the school day.
- When you bring your child to school, take them to the classroom where they will be welcomed by the class teacher. If your child is upset, the teacher will offer suggestions on how to deal with the situation. After the first morning, encourage your child to walk in without you.
- At the end of the day talk to your child about what happened at school.

More school tips

- A requirement list for your child will be distributed to families during the Foundation transition week in December. **Please ensure everything is clearly labelled.**
- **School commences at 9am.** Students should arrive prior to this, but not before 8:30am, as there is no supervision organised prior to 8:30am.
- **When visiting the school,** you must Sign In and Out at the Office and wait at the office if collecting children early.

Student Wellbeing

Medical

ALL children commencing school must provide:

- **Birth Certificate**
- **Immunisation Certificate**

This is a Legal requirement of the Department of Education and Training.

If your child is required to take medication during school hours a signed medication form (available at the office) to the class teacher is required outlining the correct dosage. All medicine **MUST** be handed to the class teacher or Principal.

As part of enrolment, if your child has asthma, an asthma management plan needs to be provided. This also includes any anaphylaxis plans as well.

School Nurse

The school Nurse completes a medical check of students during their Foundation Year. Parents of Foundation students receive a questionnaire to complete prior to that check. Parents who have concerns about their child's health may ask for their child to be checked by the school nurse at any stage of their primary schooling.

Asthma, Allergies and Anaphylaxis

If your child suffers from an allergy, anaphylaxis or asthma; please see the office for the required medical form to complete or check the website. An Action Plan must be filled out by your GP and given to the school along with any necessary medication from day one. The school must have direct access to any medicine your child needs.

School First Aid

Teachers at Kerang Primary School participate in training for First Aid, Anaphylaxis, and Asthma. A trained teacher is on duty at each recess and lunch break to attend to any injury or illness. If your child does become ill or suffers an injury during school time either you or the child's emergency contact will be notified by phone and in some cases, it may be necessary for the child to be collected from school.

In the case of an accident parents may be contacted to seek instructions or a second opinion at the attending staff member's discretion. In serious situations an ambulance may be called. Ambulance membership is at the individual family's discretion; however, this will not affect the school's decision to call an ambulance if deemed necessary.

Head Lice

Head Lice are a common problem in every school and all children are susceptible to them.

It is NOT a cleanliness issue. Should you find infestation the school will be able to inform you of any period of absence that may be required. Usually until the hair has been treated. Please treat with appropriate solutions and be sure to comb out the lice eggs. A follow up treatment is required seven days later. Report to your child's class teacher that you have treated your child as this warns us of possible outbreaks. Thorough attention also needs to be given to bed linen and bedroom areas. KPS employs a qualified nurse to do a regular head lice inspection of student's hair.

For more information visit; www.education.vic.gov.au/aboutschool/health

COVID-19—Health and Safety Precautions

Kerang Primary School is very conscious of keeping everyone in our school community safe.

For the safety of ALL we at KPS continue to follow DET guidelines and protocols.

If your child is feeling unwell in the morning, they are not to attend school.

If unsure of exclusion periods, please contact the school.

Student Wellbeing

Wellbeing Support Services

A number of wellbeing and support services programs operate within the school.

All of these support the students and parents in the healthy raising of their child.

KPS Wellbeing Officer

Kerang Primary School has a dedicated Wellbeing officer onsite.

The role of the Wellbeing Officer is to promote a whole school approach to health and wellbeing within the school community and work in collaboration with:

- students and parents
- school staff – including principals, teachers, aides, specialist staff, nurses, and student support services officers.
- broader community agencies.

DET Social Support Services

Kerang Primary School has a variety of support services that visit regularly. These include speech pathologists, social workers and psychologists.

Support Services

Kerang Primary School has a strong partnership with many student/family wellbeing/counseling/ support services. School serviced DET Social Workers, Psychologist, Speech Pathologist and School Nurse. Other support services visit the students at school on a regular basis.

Intervention Programs

Kerang Primary School values the learning needs of each child. Personalized Learning is incorporated in all aspects of lesson planning to cater for individual needs and differences. To assist some students specialized Literacy and Numeracy intervention programs tailored at point of need operate to ensure each and every child experience success and grows in self-esteem.

Student Engagement

Excursions

During your child's school years, he/she will be taken on excursions to stimulate and enrich his/her learning experiences.

These activities are part of the school curriculum, and all children are expected to attend. They are carefully supervised, and all safety measures are taken.

Some excursions are costly and, when necessary, parents are given the option of time payment. Approximate costs are:

Prep-Grade 1	Kyabram Fauna Park/ Pioneer Settlement	$50
Grade 2-3	Billabong Camp/ Pioneer Settlement	$250
Grade 4, 5, 6	Cottage by the Sea/ Adventure Camp	$400

Swimming

Swimming is part of our normal Physical Education program for all children. Intensive swimming sessions are held at the start or end of the year. Any child unable to participate must bring a note. We have a Sun Smart policy which requires all students to wear a shirt with sleeves and sunscreen when participating. We are always in need of parent assistance with the program and would welcome your assistance.

Student Engagement

Student Welfare and Management Policy:

This is designed for the safety and health of the pupils of the school. In all cases the object of the school rules is to instil in children a respect for the rights of others. Rules are kept to a minimum. The principal and the teachers all ask parents to co-operate in teaching children to respect and obey rules. Children beginning school may encounter a number of new expectations for the first time. These may lead to frustration and irritability until the child adjusts to the new situation. You can help by being understanding and explaining in simple ways why there have to be expectations. The policy includes statements on the school expectations, unacceptable behaviour, and consequences.

A copy of the full policy is available to each family on request.

Classroom Expectations

A four step Assertive Discipline model based on Restorative Practices forms the basis of classroom agreements. Each classroom has their own unique Code of Conduct. These mutually agreed upon classroom expectations are prominently displayed in the classroom.

Classroom agreements are sent home at the beginning of each year for parent comment.

Where a child's behavior or actions is unacceptable, parents will be contacted to discuss possible causes, consequences if deemed appropriate and development of a behavior improvement program.

Kerang Primary School believes strong relationships between the home and school are crucial in assisting students to develop into quality community members. Strong respectful relationships between teachers and their students are vital. We pride ourselves on following through on any issues we are made aware of.

School Crossings

Children who use the school crossings in Victoria Street and Albert Street should be made aware of them BEFORE commencing school. They should observe the rules of the road.

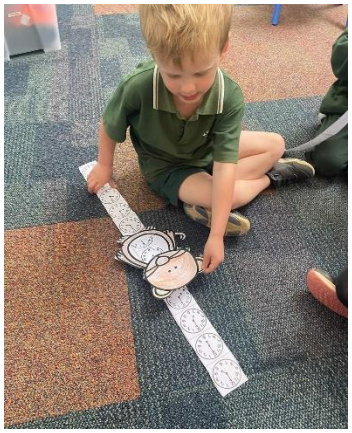
The Victoria Street crossing is supervised by a paid officer from 8:30am to 9:00am and from 3:20pm to 3:40pm. The Albert Street crossing is flagged but not supervised.

Buses

A roll of all school children travelling on school buses is kept by a bus co-ordinator and is marked each afternoon to provide a check of those using the buses each day. If you pick up your child from school, please have the child's name checked off before dismissal time. If your child will not be travelling home by bus that afternoon, a note, or phone call from the parent to the office is required.

Bus travellers are supervised in the school ground while waiting for the buses after school. Behaviour of the children on the buses is expected to be the same as in the classroom.

Non-bus travellers or children travelling on a different bus or to a different stop **MUST** obtain a bus permit from the school office before travelling on a school bus. This usually occurs when a child is visiting a friend for the weekend etc. A note to the office is required for a permit to be issued. The child will then present this to the driver of the bus.



Community Engagement

Parents in School

We encourage all parents to be actively involved in the life of the school. Contact with your child's teacher will give you the opportunity of helping in some way, e.g. reading, language activities, maths, excursions.

Throughout the school there are other opportunities to help out with programs such as Swimming, Sporting events and Stephanie Alexander Kitchen Garden.

Please offer to assist if you have expertise or an interest in any area.

Volunteer Inductions

All volunteers working at the school must complete the Volunteer Induction (found on our website, or get a hard copy from the school office), and provide the school with a copy of their current Working with Children Card.

Working with Children Checks

Our Child Safety Policy requires that Working with Children Checks are necessary for any volunteer (parent, guardian, caregiver, community member) who participates in school activities which require the volunteer to have direct contact with children. All Working with Children Check cards must be registered at the school office before volunteering as part of the Volunteer Induction process. Working With Children Checks are free for volunteers and can be applied for at a post office or online.

https://service.vic.gov.au/services/working-with-children

Community Involvement

Kerang Primary School is very proud of its links with the broader Kerang Community. The school strives to enhance learning through experiences outside of the regular classroom.

We believe in building strong community relationships by bringing the community into Kerang Primary School and taking Kerang Primary School out into the community.

We take great pride in our involvement with events such as the ANZAC Day Service, Kerang Community Carols, Glenarm and Northaven Aged Care Facilities and NAIDOC Week activities, Gannawarra Shire Library, and Walk to School Days. Along with other local community events as they arise.

School Council

Is composed of 7 members elected by the parents of the school, and three members of staff. This council is the governing body of the school and is responsible for the maintenance of the school buildings and grounds, the allocation and spending of government grant monies, curriculum policies, the welfare of pupils and teachers and the future planning and development of the school.

Elections are conducted each March for half the members at an Annual General Meeting of parents. All school council members are involved in the following: Buildings and Grounds, Finance, Fundraising and Policy, Curriculum, and Integration.

SCHOOL COUNCILLORS - 2025

President	Mr Gerard Hastie
Treasurer	Mrs Olivia Spark
Parent Reps:	Mrs Brooke Williams
	Mrs Nicole Sanders
	Ms Stacey Gillingham
	Ms Sally Adams
	Mrs Karlee Bloomfield
DET Reps:	Mr Jack Wardell - Principal
	Mr Andrew Mangan
	Mrs Maddy Du Preez

School Council Fundraising

Each year School Council undertake a number of fundraising activities in order to raise money for resources to support our students in learning and play.

This often requires support and assistance from other members of the school community. If you would like to become involved in these fundraising activities do not hesitate to contact the school or respond to requests in the newsletter.

Student Learning and Programs

Kerang Primary School offers a comprehensive and inclusive curriculum for all students at our school that is differentiated to meet each child's learning needs and interests.
We provide a sequentially developed program, which follows the Department of Education and Early Childhood Development guidelines as set out in the Victorian Curriculum.
Information about the Victorian Curriculum can be found at: **http://victoriancurriculum.vcaa.vic.edu.au**

Literacy

Kerang Primary School is committed to delivering an evidence-based Literacy program that uses best practice and the high impact teaching strategies to accelerate student learning. Each classroom has a 2-hour Literacy block that is delivered using the big 6 key elements to Literacy including:

Oral Language, Phonemic Awareness, Phonics, Vocabulary, Fluency, Comprehension

This allows each child to grasp the key elements required to become successful when reading and writing and supports the overall academic growth of our students.

A gradual release of responsibility model is employed when teaching the various elements of literacy which uses explicit teaching, guided practice and independent practice to ensure that each concept is fully understood before moving on to more complex learning.

As a school, we follow the Sounds-Write teaching program that draws on well-established theories of learning and teaching to ensure that we are teaching children to read and write in the most effective and efficient way.

Numeracy

At Kerang Primary School, we use hands on materials, games, open ended tasks, investigative work and problem-solving activities to develop a deep understanding of the concepts being taught in our daily numeracy lessons. The gradual release of responsibility model is used to ensure students are ready to take on the challenge of applying their knowledge and tasks are differentiated to ensure all students are learning at their point of need.

Through using these approaches, we are able to develop optimal learning growth for the range of students we see in the class across the five strands of Mathematics (Number, Algebra, Measurement, Space and Statistics).

Teachers use the four proficiencies of Understanding, Fluency, Problem-solving and Reasoning to move students from understanding a concept to being able to apply the concept to everyday situations.

As well as offering our intensive Literacy and Numeracy sessions the school also provides a rich variety of Specialist Aras and Programs to suit the age and needs of the students.

Art

Students will have a weekly lesson that will provide them with the opportunity to experiment and use a variety of mediums and techniques to make and create.

Auslan.

Weekly Auslan lessons are delivered across all year levels at Kerang Primary School. Auslan is the sign language of the Australian Deaf community and has a strong connection with Australian Deaf culture. Students use song, greetings and alphabet knowledge when learning Auslan.

ICT

Technology plays an integral part in our Curriculum. It is utilised in all areas of learning and each student has the opportunity to develop their skills on computers and iPad in a safe and educational environment.

All Foundation and Grade 1 students have their own iPad. Students in 2-6 are supplied with their own netbook. The school also has a Polycom and four large Promethean Boards, the most updated technology in student learning.

MARC Van

The MARC van teacher visits Kerang Primary School on a weekly basis and gives the students an opportunity to borrow from the library van.
Lessons are also conducted which encourage the students to have a love of books and the passion to read.

Student Learning and Programs

Music All students at Kerang Primary School participate in a weekly music lesson. During these lessons, students all engage in a range of activities including singing, listening, playing, creating, and moving to music. The music lessons and assessment align with the Victorian Curriculum. During lessons, students learn, practice, and create music on a range of instruments.

We also offer students the opportunity to join our school choir, where students are encouraged to participate in various performances e.g. Carols by Candlelight, Northaven activities etc. as well as the school's weekly assemblies.

Science Our Science program aims to develop and strengthen the students' knowledge and understanding of science. Students are given opportunities to gain knowledge and skills through experiments and investigations.

Sport and P.E. A wide variety of skills and sports are taught over the year to help our students achieve their personal best in the sporting arena. These will coincide with athletic sports, cross country, winter sports (senior grades) and swimming. Our focus of Sport & P.E being on teamwork, commitment, setting goals and striving for personal best where every student is encouraged to challenge themselves to try new skills and sports. Our Early years students also participate in P.M.P. (Perceptual Motor Program). This program involves grades prep, 1 and 2 students taking part in an intensive program involving fine and gross motor co-ordination, as well as auditory and visual skills. Children learn the critical fundamental motor skills such as catching, kicking, throwing, bouncing etc.

Stephanie Alexander Kitchen Garden Program

Our school involves the students in the process of planting, growing, and harvesting a variety of fruits and vegetables. These are used in the kitchen to cook a wide range of dishes. Many skills are learnt in these classes including knife skills, table manners and hygiene.

Play Based Learning

This is implemented in the Foundation/1 area of the school. This type of learning allows the students to explore, identify, negotiate, take risks, and create meaning while playing. It gives our teachers a broader look into how your child is developing in a wide range of areas. By using this way of learning, with its focus on oral language, it is believed that your child will be more likely to have well developed memory skill, language development and be able to regulate their behaviour.

Respectful Relationships (RR) Program

This program is implemented across the entire school. The RR program is designed to help strengthen social-emotional strengths of all students. The school generally focuses on one of the key areas at a time. These are Getting Along, Organisation, Persistence, Resilience and Confidence. This is a valuable program that benefits all students.

Breakfast Club

Our school runs a breakfast club program that provide breakfast to all students before school on Monday and Thursday mornings. This is held in the Art Room (near the assembly area). This is a great opportunity for your child to enjoy a hot milo, cereal, and some yummy toast.

Student Learning and Programs & Parent Payment

Buddies Program

At the beginning of the year, Grade 6 students are matched with a Foundation student. They work together on different activities to build strong relationships with each other. This gives the younger students an opportunity to build their getting along skills and communication skills. It also gives the younger students a familiar face around the school. This is an extremely successful transition program from Kindergarten to Primary School.

Rotary Community Citizen's Award

This community service project is sponsored by Kerang Rotary Club and is offered to all Grade 6's at Kerang Primary School. It allows students to develop their skills in a variety of areas. These include community service, physical education, and social skills. These skills are extremely important to develop in our students, so they grow into confident and well-balanced young adults.

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PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW

FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the Curriculum. This includes the Victorian Curriculum F-10, the Victorian Certificate of Education (VCE) including the VCE Vocational Major and the Victorian Pathways Certificate.
- Schools may invite parents to make a financial contribution to support the school.

PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions	Other Contributions	Extra-Curricular Items and Activities
Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.	Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.	Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g., textbooks, stationery, digital devices).

FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.

SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

Family support options

There are a number of support options available for parents including but not limited to.

- Secondhand uniform is available at $5 per item.
- Camps, Sports, & Education Funding (CSEF) is available to eligible parents.
- State Schools Relief support is available for uniforms/footwear/calculators/textbooks.
- The school can put families in contact with other local community supports.

Information regarding support options is available from the general office and will be advertised periodically in the Newsletter and on the website.

Communication with families

The Parent Payment Policy and Implementation will be published on the school website. The policy will also be included in student enrolment packs.

General enquiries regarding parent charges may be made to the office on 5450 3181. Concerns should be directed in the first instance to the Business Manager.

UNIFORM ORDER FORM/ PRICE LIST

KERANG PRIMARY SCHOOL

Child's Name: _____ **Class:** _____

Contact Name: _____ **Phone:** _____

Uniform	Size	Quantity	Cost	Total
Polo Shirt			$23	
Sizes: 4-16, S-L			$23	
Long Sleeve Polo Shirt			$23	
Sizes: 4-16			$23	
Grade 6 Polo	*Only available for pre-order at select times*			
Jumper			$25	
Sizes: 4-14, S-L			$25	
Polar Fleece Jacket			$33	
Sizes: 4, 10, 16			$33	
Polar Fleece Vest			$23	
Sizes: 4, 10, 12, 14, 16			$23	
School Dress			$23	
Sizes: 4-16			$23	
Skorts - Gabardine			$19	
Sizes: 4-16			$19	
Skorts - Knit			$16.50	
Sizes: 4-16			$16.50	
Green Mesh Shorts			$14	
Sizes: 4-16			$14	
Grey Shorts			$17	
Sizes: 4-16			$17	
Grey Pants			$19	
Sizes: 4-16, S-L			$19	
Trackpants			$22	
Sizes: 4-16			$22	
Sun Hat			$13	
Sizes: S-L			$13	
Raincoat			$40	
Sizes: 6/8, 10/12, 14/16			$40	
Library/ Reader Bag			$8	
School Bag			$45	
		TOTAL		
DATE: _____/_____/_____		**PAID BALANCE**		

Payment Options (please tick)

☐ **Cash** ☐ **Bank Transfer** ☐ **School Saving Bonus funds**

Bank Details
BSB: 063 542 Acc: 10027920
Ref: Name + Uniform

☐ I hereby give permission for SSB funds to be used for the purchase of school Uniforms for the following student _____ (student/s name)

_____ _____
Signature of Parent / Guardian Date

Admin Use Only:

Date Ordered:	Payment Received and Method:	Staff Signature:

Your items will be ready for collection two days after receipt of form and payment (bank deposit or cash).

Please remember to place form and payment in a named envelope.

KERANG PRIMARY SCHOOL

Victoria Street, Kerang. 3579
P.O. Box 19
Phone: (03) 5450 3181
Fax: (03) 5450 3508
Email: kerang.ps@education.vic.gov.au
ABN: 16 182 014 694
Principal: Jack Wardell

New Enrolment

Dear Parent/ Guardian,

Welcome to Kerang Primary School!!

To assist you in completing your child's enrolment, we have provided a tick box below.

To ensure a smooth enrolment process please ensure you provide the following when returning your enrolment pack.

- ☐ Student Enrolment Form - signed.
- ☐ Your child's birth certificate
- ☐ Immunisation record
- ☐ Photographing, Filming and Recording students Form
- ☐ Headlice form
- ☐ Allergy, Anaphylaxis or Asthma Management plan/ Action Plan (if applicable)

If you have any other queries, please do not hesitate to contact the school on 5450 3181 or kerang.ps@education.vic.gov.au.

Kind regards,

Jack Wardell

Principal

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Photographing, Filming and Recording students at

Kerang Primary School

Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievement, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, and to communicate with our parents and school community in newsletters and on classroom apps.

Our **Photographing, Filming and Recording Students Policy** Photographing-filming-recording-students-policy, describes how we will collect and use photographs, video and recordings (images) of students. The policy also explains when parent/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parents/carers and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact on 5450 3181 or kerang.ps@education.vic.gov.au.

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify our school office on 5450 3181 or kerang.ps@education.vic.gov.au. If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school newsletter. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school.

We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on 5450 3181 or kerang.ps@education.vic.gov.au.

Privacy

Photographs, video and recordings (**images**) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the **Schools' Privacy Policy** (http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Ownership and reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, video or recordings of your child may be used by our school within the school environment in any of the following ways:

- for display in school classrooms (e.g. in displays of student work, on noticeboards to celebrate achievements)
- in the school newsletter

Use of images within the school community

If you consent, photographs, video or recordings of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. classroom apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school's newsletter

Use of images beyond the school community/publicly

If you consent, photographs, video or recordings of your child may be used in publications that are accessible to the public, including:

- on the school's website
- on the school's social media accounts

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

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Photographing, Filming and Recording students at Kerang Primary School

Your consent

I have read this form, and I consent to Kerang Primary School collecting photos, video or recordings of my child during their time at the school, and using these photos, video or recordings in the following ways.

Indicate your consent for the three options by using the tick boxes.

☐ I consent to the use of images of my child **within the physical school environment**

☐ I consent to the use of images of my child **within the school community**

☐ I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Name of student:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how Kerang Primary School collects and uses photos, video and recordings of students is available in our Photographing-filming-recording-students-policy, including use of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.

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Dear Parent/Guardian/Carer,

Permission to Treat for Headlice

We are seeking permission to inspect your child's hair for Head Lice **and if found, treat** using safe treatment practices, such as an electronic comb which integrates a combing head with a vacuum system to safely and effectively remove lice and their eggs.

It is important to note that health regulations require that where a child has head lice, that child should not return to school until after appropriate treatment. Please note that this refers only to those children who have live head lice and does not refer to head lice eggs. We are hopeful that by allowing us to treat at school, we will be able to minimise the amount of school missed due to headlice.

Please complete the below form to indicate if we have permission or do NOT have permission to treat your child for headlice in the event that live lice are detected.

.....

Student Head Lice

Parent/Guardian/Carer Permission to Treat Form

To: Jack Wardell **CONFIDENTIAL**

Student's Full Name_____ Year Level_____

I give permission for the school to inspect and treat my child for head lice.

…….. ……

Signature of parent/carer/guardian Date

OR

I **DO NOT** give permission for the school to inspect and treat my child for head lice.

…….. ……

Signature of parent/carer/guardian Date

Please choose and sign and date one option