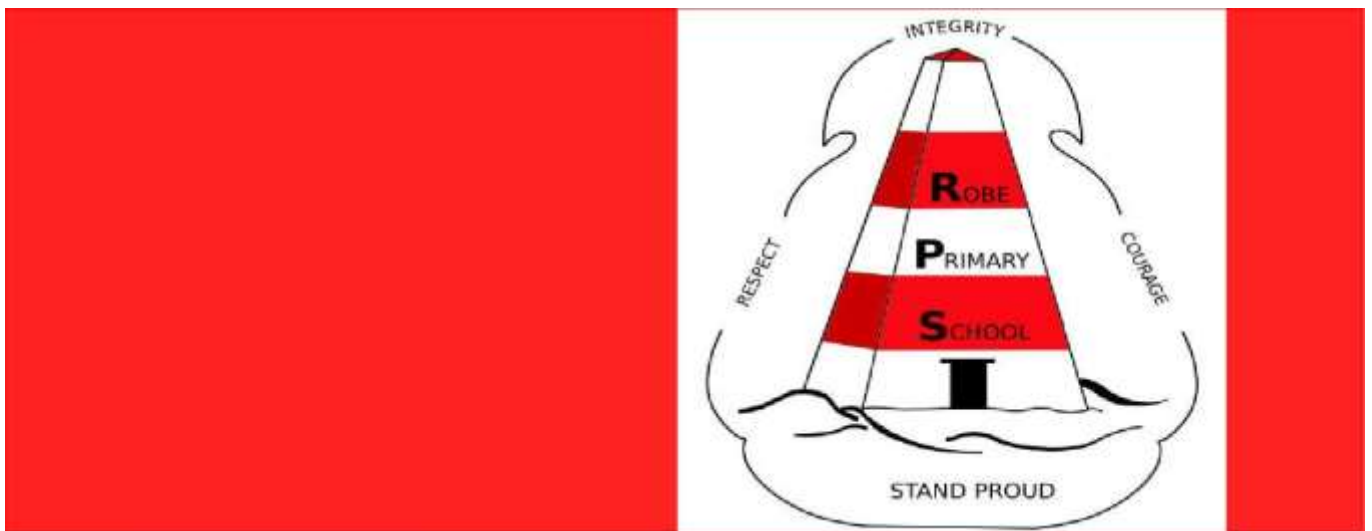


Parent Information Handbook 2019



Principal—Chris McLay



**Government
of South Australia**
Department for Education
and Child Development



ROBE PRIMARY SCHOOL

PO Box 146, Robe SA 5276
P (08) 87682168 F (08) 87682474
E dl.0384_info@schools.sa.edu.au

Dear Parents and Caregivers,

On behalf of the Staff at Robe Primary School I would like to welcome you and your family to our School Community. We are a small - medium sized school, with enrolments of approximately 100 students. We have 4 classes which are usually composite in structure.

We have a committed and hardworking staff, including teachers, student support officers and volunteers who are committed to delivering your child with quality education.

At Robe Primary School we believe in working in partnership with our community and parents to provide your children with the best education possible. Student well-being and providing a safe secure and enriched learning environment is our first priority. Academic achievement and children achieving their personal best is of utmost importance.

We believe strongly in, and embrace our school values of RESPECT, INTEGRITY AND COURAGE. We operate under the 'Kids Matter' umbrella, which is a nationwide mental health initiative in Primary schools. Kids and people matter here at Robe Primary!

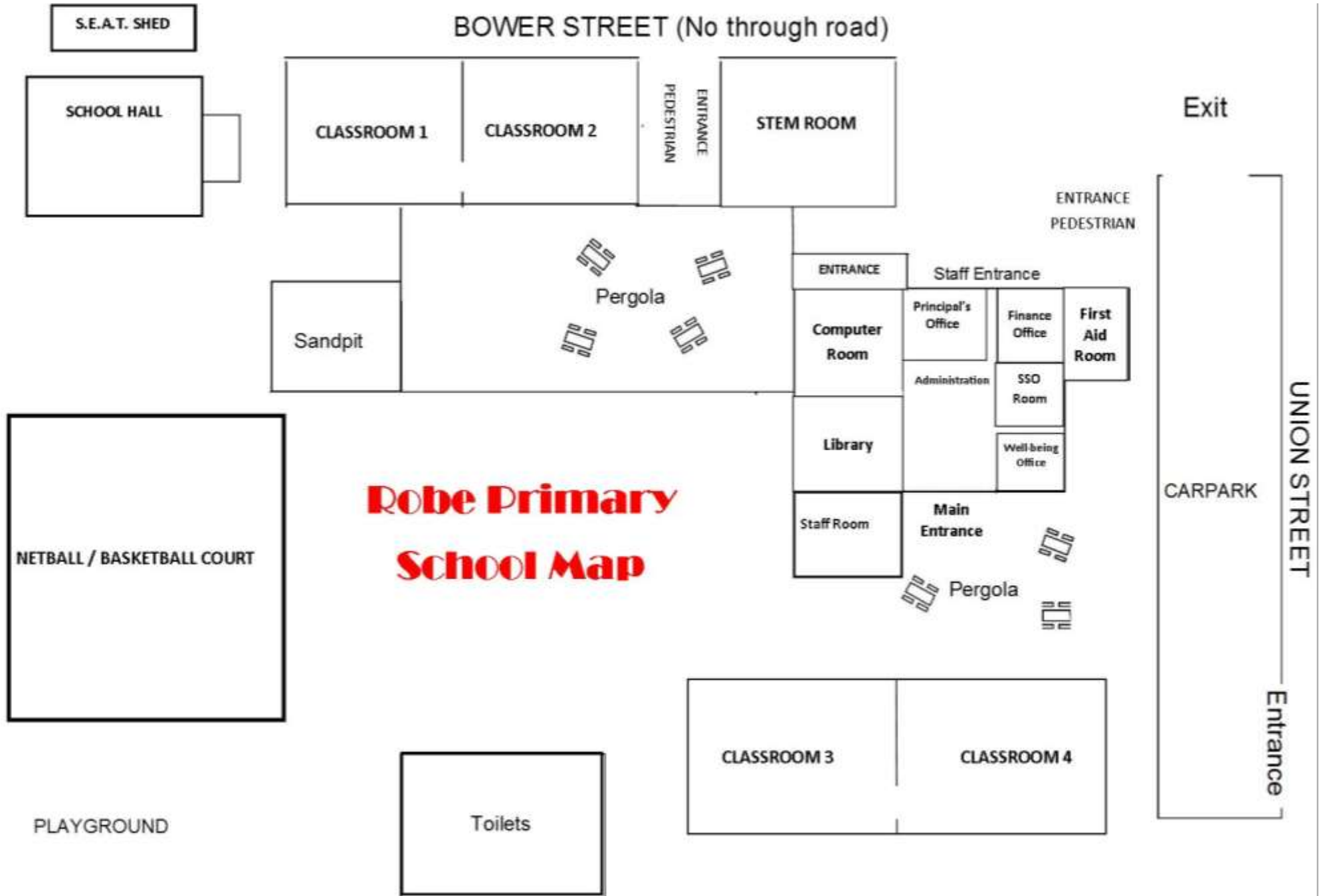
Robe Primary School has strong community ties. We are well supported by present and past families, as well as local businesses and volunteers.

We look forward to working with you and your families over the coming years.

Yours Sincerely,

Chris McLay
PRINCIPAL





Robe Primary School

Staff 2019

Name	Position
Chris McLay (FULL TIME)	Principal
Thomas Wachtel	Reception/Year 1 Teacher
Jane Hayes	Year 2/3 Teacher
Kylie Johns	Year 4/5 Teacher
Kate Schubert	Year 6/7 Teacher School Co-ordinator
Margie Honner	NIT Provider
JoJo Spook	Art Teacher
Cassie Bermingham	Finance Officer
Jodi Keane	SSO Classroom Support Administration
Georgie Sneath	SSO Classroom Support
Mardi Brooks	SSO Classroom Support
Stacey Wirth	SSO Classroom Support

School Details

SCHOOL ADDRESS	Union Street
POSTAL ADDRESS	PO Box 146 Robe SA 5276
PHONE NUMBER	(08) 87682168
MOBILE PHONE	0408 846 884 (Text Messages)
FAX NO	(08) 87682474
DISTRICT EDUCATION OFFICE	(08) 87245300 Mount Gambier
EMAIL ADDRESS	dl.0384.admin@schools.sa.edu.au

Robe Primary School

Vision ~ 'We are a caring community, encouraging excellence, fostering healthy and happy lifestyles, and promoting lifelong learning.' Our core values are respect, courage and integrity.

Mission ~ to build a positive, productive and inclusive learning community that inspires learners to be their best self, in a constantly changing world.

Caring community...

- Implement various wellbeing programs across the school
- Celebrate success individually and collectively
- Promote and facilitate the student voice 'Little Leaders'
- Facilitate growth mindsets and positive thinking strategies
- Provide structured and positive feedback
- Develop acceptance, tolerance, courtesy & consideration for all
- Use a range of methodologies
- Keep parents informed and welcome parent feedback
- Model a commitment to create awareness & protect our environment

Encouraging excellence...

- Provide opportunities for students to explore their own learning
- Inspire students to develop personal excellence
- Set high expectations for all students and teachers
- Promote learning from your mistakes and perseverance
- Review teaching practices & set clear whole school goals
- Provide a relevant, inclusive & challenging curriculum
- Set individual SMART goals
- Provide regular staff training & collaboration

Fostering health & happiness...

- Work with the Child Protection Curriculum for all students R-7
- Place a strong focus on our Health & P.E program
- Promote mindfulness through the Arts
- Model healthy relationships and lifestyles
- Encourage parental involvement
- Provide stimulating classroom environments
- Provide opportunities for students & teachers to seek advice through buddies or mentors
- Cater for all health needs & maximise their opportunities

Promoting lifelong learning...

- Provide real life learning experiences
- Facilitate a democracy
- Teach and provide opportunities to practice our core values
- Promote leadership and community participation
- Encourage awareness of current environmental issues
- Provide opportunities to practice resilience & 'bounce back'
- Encourage students to respectfully voice their beliefs & opinions
- Celebrate diversity

Respect

"Treating others the way you wish to be treated."

Courage

"Even if you don't succeed the first time, it is the courage to continue that counts."

Integrity

"Do the right thing even if no one is watching."

Robe Primary School Governing Council 2019

(The AGM is held in March)

CHAIRPERSON	Filly Robertson	0417 872 578
VICE CHAIRPERSON	Ben Jess	0408 558 765
SECRETARY	Lisa Maczkowiack	0488 101 489
TREASURER	Nicole McGuinness	0457 379 304

GOVERNING COUNCIL MEMBERS

Cassie Bermingham	Craig Carter
Paula Bigmore	Adrian Johns
Melissa Gibson	Tim Malone
	Kristi Biezaite

STAFF REPRESENTATIVE:	Term 1—Jane Hayes	Term 2—Kate Schubert
	Term 3—Kylie Johns	Term 4—Tom Wachtel

PRINCIPAL: Chris McLay

Parents & Friends

This club serves the parents of children attending the school, and provides an opportunity for them to meet each other twice per term. Parents and Friends support the school in fundraising activities with money raised going towards schools resources & camps.

Chairperson: Stacey Wirth

Members: Mardi Brooks, Filly Robertson, Keryn Moore, Mellissa Arend, Dominique Turner, Kimberley Dening, Jess Malone, Melissa Gibson, Sandra Ludwig, Laura Roach, Kristi Biezaite, Karral Carter, Karla Dew, Lisa Maczkowiack, Sonia Casanova, Naurelle McGarva & Diane Ciabattani.

Little Leaders

Little Leaders are our student representative council. Little Leaders attend regular meetings and are involved in whole school decision making.



Robe Primary School

National Australian Curriculum

Teachers are using the Australian Curriculum and the SA TFEL framework documents to program and assess areas of study.

REQUIRED AREAS OF STUDY

The Australian curriculum required areas of study from Foundation (reception) to 7 are as follows:

Learning Areas	Subjects
English	English
Mathematics	Mathematics
Science	Science
Humanities & Social Sciences	Geography, History, Economics & Business, Civics & Citizenship
Technologies	Design & Technologies, Digital Technologies
Health & Physical Education	Health & Physical Education
Languages	Chinese

The Australian Curriculum focuses on seven general capabilities

- Literacy
- Numeracy
- Information & communication Technology (ICT) competence
- Critical & Creative thinking
- Ethical Behaviour
- Personal and social competence
- Intercultural understanding

There are three cross curriculum priorities

- Aboriginal & Torres Strait Islander histories & cultures
- Asia & Australia's engagement with Asia
- Sustainability

Other curriculum information

Jon Peters - music instructor who offers weekly guitar, drums and singing lessons (at parent's expense)

All students have access to desktop computers, laptops, Ipads and each classroom is fitted with an interactive whiteboard.

The school hosts a variety of visiting artists and performances during the year to support the curriculum.

Robe Primary School

Data Collection/Reporting Schedule

Term 1

- Reading benchmark tests
- Oxford spelling test
- Burt reading test
- Genre writing piece (Bright Path)
- **Learning discussions / Parent teacher interviews**

Term 2

- Reading benchmark tests
- N.A.P.L.A.N (YR 3, 5 & 7 students)
- ACER first word spelling test
- **Mid-year Written report**

Term 3

- DECD – Running Records
- P.A.T. Testing (spelling, reading, grammar, comprehension, maths)
- Reading benchmark tests

Term 4

- Reading benchmark tests
- ACER first word spelling test
- Genre writing piece (Bright Path)
- **End of year written report**

Day Structure

Supervision of students is provided in the school grounds from 8:30am to 3:30pm.

- Class time begins at 8:50am
- Dismissal is at 3:15pm
- End of Term dismissal is at 2:15pm

Assembly in School Hall (Mondays)	8:50 am
Classes Start	8:50 am - 11:00 am
Recess	11:00 am - 11:20 am
In Class	11:20 am - 1:00 pm
Lunch Eating	1:00 pm - 1:10 pm
Lunch Play	1:10 pm - 1:45 pm
In Class	1:45 pm - 3:15 pm
Dismissal	3:15 pm

General Information

Children's Daily Requirements

- School bag
- Piece of fruit or vegetable for healthy snack time in the morning
- Packed recess and lunch, or a lunch order (Mon, Wed & Fri only)
- Water bottle
- Named hat in terms 1 and 4

Lunch Orders

Currently the contract for supplying 'Right Bite' lunches is still with Robe Seafood & Takeaway. Students are able to order their lunch on Monday, Wednesday and Friday. Students need to place their pre-written lunch order in the plastic lunch box container located in their individual classrooms each morning. All lunches are delivered to the classroom and handed out by the class teacher or lunch monitor.

Attendance

It is a legal requirement that children attend school every day unless the school receives a valid reason for being absent. An explanation in the form of a phone call or an absentee slip is required and documentation kept for legal reasons. Parents/Caregivers must let the school know prior to any extended absence, and apply to the Principal for an exemption (for family holidays etc.) If a child is away and the school has not been contacted, the school has a legal responsibility to follow this up on the 3rd consecutive day.

Punctuality is expected and encouraged, and children will be marked as late if they are not in class by 8:50am. We will contact parents via the Mobile phone Short Message Service (SMS) to send text messages to parents asking them to provide information about any unexplained absence. At Robe Primary School, student attendance is a high priority. We know that students who attend regularly are more likely to be successful. To improve our attendance procedures, we will be informing parents/caregivers about any unexplained absences for their child. The school expects parents/ caregiver to contact the school in advance if they know their child is to be absent. If the roll book has already been taken to the office when they arrive at school, the child or parent needs to let the front office staff know that they are here or text the school on 0408846884.

Supervision

Supervision by staff members starts at 8:30am till 3:30pm in the afternoons. It is important for parents to understand that the staff cannot be held accountable for the safety and actions of students on the school premises outside of the above times or conditions unless it is a school event.

Regional Support Service

Special Education, Guidance, Behaviour Management and Speech Pathology Services are available to support students with special needs. Access to these services is through a referral process, completed and submitted by classroom teachers and the principal, after discussions with parents involved.

Assemblies

Weekly assemblies are held at 8:50am every Monday morning. Upcoming school events are announced, weekly student birthday awards and certificates are presented, and general whole school information is given. The assembly generally goes for 15minutes. An invitation is extended to all parents and friends of the school to attend.

General Information

Wet Weather

If it is raining during recess or lunchtimes the teacher on yard duty will ring the school bell three times. Students will then be supervised in their classrooms, under the pergola or in the school hall. To resume play the bell will ring once.

Car Parking

Parents are requested to take extreme caution when dropping off and picking up students from school. Parents are requested not to park in the turnaround section of the cul-de-sac immediately at the front of the school. Please proceed to the front of the car park to allow more parents to pull in behind you and please if you need to talk to someone, park your car in the appropriate place.

Accessing Student Files

Parents are able to request access to any personal information kept at the school concerning their child. The request for information shall be in writing addressed to the Principal. The Principal will only deny access if the information

- 1) infringes on the privacy of others
- 2) betrays an undertaking of confidentiality
- 3) poses a threat to the health, safety or welfare of any person.

Parental consent must be obtained before students personal files are shared with other organisations or sections of the Department for Education.

Teachers must be given prior notice if parents are requesting work for their child during absence.

School Sport

The school is affiliated with the SAPSASA (South Australia Primary Schools Amateur Sports Association) sports programme. Consequently, Year 5 to 7 students with abilities in the offered sports are encouraged to try out for selection in district representative SAPSASA teams, including cricket, football, hockey, netball, swimming etc.

Robe Primary School holds a school sports day in term 1 each year. It involves all year levels with students being split into two teams for competition in the middle and upper primary classes: (Guichen - Red and Lacepede - White). The activities conducted are in line with the SAPSASA Junior Sports Policy. A representative athletics team is also sent to participate in the district SAPSASA Athletics Day.

In term 2 children in years 3-7 are involved in a basketball day held at Millicent stadium which is met with great enthusiasm.

Banking

The local Community Bendigo Bank branch offers a school banking service to all students each Thursday. The bank bags are located in the classrooms. Application forms are available through the branch or the front office.

Newsletters

Newsletters are sent home in weeks 3 and 8 with the eldest child in the family. Many families receive the newsletter via email, so please fill in the appropriate section on the general consent form if you would like this option.

Class newsletters will be sent home at least once per term.

General Information

Kindy to School Transition

Sally Smith, the director of the Robe Soldiers Memorial Kindergarten, and our R/1 teacher Tom Wachtel, work together to ensure that the transition between kindy and school is a smooth one. General transition activities are organised throughout the year to help the children familiarise with school, the teacher and the school children. In 4th term, the Kindy children who are due to start school the following year have 4 structured visits to school without the kindy staff. They are exposed to and experience some of the classroom/school routines and learning. There is an opportunity for parents to meet with the Principal and class teacher, with a tour and brief induction into the school.

Year 7 to High School Transition

Our 'School Of Right' school is Kingston Community School which is located 42km from Robe. The children catch a bus to and from Kingston at no cost. A transition program is organised between staff at Kingston and the year 7 teacher at Robe late in term 4 for 3-5 days. The children experience catching the bus and are welcomed at Kingston by students and staff and are involved in a variety of activities throughout the week. A small number of children attend Kangaroo Inn Area School, the 'School Of Choice' (which means an application to our Partnerships Education Director, approving the request), who also run a transition program at a similar time.

Swimming

Our school is involved in swimming lessons early in term 1, at Kingston Community School. These lessons are conducted by DECS swimming instructors. Swimming lessons are part of the Health & PE program, aimed at boosting water confidence and safety, thus it is expected that all children are involved.

Library

We are very excited to have set up our own school library a couple of years ago. All books have been book-marked and the children each have their own barcode to scan for borrowing. They can access our school library from 8:30am in the mornings and each class visits the library weekly. Classes visit the community library also once a week and students are able to borrow and return books as they wish. The younger children will be allocated a day and they need to remember to bring along their library bags and books.

Policies

We are constantly reviewing and updating various school policies and procedures. We have included 5 major policies in this handbook, these being our school Vision and Mission Statement, our 'Code of Conduct' (Behaviour Code), our Student ICT Usage, our Anti-bullying, and Student Health policies. We are currently developing a separate 'policy and procedure handbook' for parents which will have a copy of the other policies and will be available to parents from the front office on request. Our latest updated policies can be located on our website also.

Photography

With the ever expanding use of technology and equally expanding concerns about privacy and child safety, we ask that parents refrain from taking photographs of other children at school events including swimming and sports days etc. An exception to this is you have direct parental consent of the child being photographed. School staff will be responsible to photograph students, and we will have a designated photographer (who may be a parent) for a specific day or event. Parents will need to acknowledge and sign the appropriate permission slip that will come home at the beginning of each year if they give permission for the school to photograph and publish photos of their child.



ROBE PRIMARY SCHOOL CODE OF CONDUCT

OUR PURPOSE

At Robe Primary we believe that teachers have the right to teach, and that students have the right to learn in a safe, supportive and stimulating learning environment.

OUR VISION

Robe Primary will be a positive, productive school community that inspires and supports active learning. We will provide a caring, cohesive school environment which promotes happy and healthy lifestyles. We will strive for excellence and seize opportunities to learn. We aim to create successful citizens and leaders.

OUR SCHOOL VALUES

**RESPECT
INTEGRITY
COURAGE
STAND PROUD**

STUDENTS

RESPECT Successful achievement looks like:

- Respecting others, their right to learn and their right to teach.
- Speaking in a respectful tone, listening to and following staff members' instructions.
- Co-operating, speaking and interacting with others in a positive and friendly way.
- Being considerate of other's feelings, rights and safety.
- Following and respecting class rules and expectations.

INTEGRITY Successful achievement looks like:

- Caring for people and school property.
- Helping others in need.
- Being organised for lessons and homework.
- Being honest and trustworthy.
- Being inclusive of others, and appreciate diversity.

COURAGE Successful achievement looks like:

- Taking responsible risks in learning and having a go!
- Completing all work to the best of your ability.
- Having courage to stand up for what is right and what you believe in.
- Displaying resilience.
- Making responsible decisions and resisting pressure.
- Accepting responsibility for actions and behaviour.

TEACHERS

Students and their caregivers can expect teachers to:

- Treat students fairly and respectfully.
- Create and maintain a safe, respectful and challenging learning environment.
- Develop and maintain positive relationships with students, staff and caregivers.
- Communicate with caregivers when there is an issue with student performance or behaviour.
- Provide constructive feedback to students about their learning.
- Set high expectations and encourage children to strive for individual excellence.
- Deal with bullying, harassment, and violence using DECD and school policies, and with the help of the Principal and school counsellor when required.
- Respond to caregiver concerns promptly and professionally using school policies when necessary.
- Treat students fairly and respectfully.
- Develop positive relationships with students, staff and caregivers.

SCHOOL SUPPORT OFFICERS

Students and their caregivers can expect School Support Officers to:

- Develop positive relationships with students, staff and caregivers with good communication.
- Treat students fairly and respectfully.
- Work collaboratively with teachers to plan for students.
- Ensure that the learning environment is safe and supportive.

PARENTS

Parents play an important part in their child's schooling and can assist their child to succeed by:

- Treating all members of the school community with respect.
- Having high but realistic expectations of their child's learning and behaviour.
- Regular communication with the school in both an informal and formal capacity e.g. notes in diaries, phone calls, interviews etc.
- Promoting and encouraging a positive attitude about school and teaching staff with their children.
- Volunteering or helping out at school when possible.
- Addressing any concerns about their child with the appropriate teaching staff.
- Using appropriate grievance procedures to help resolve ongoing issues or disputes.
- The Principal will: Establish and maintain positive working relationships with students, teaching staff, parents and members of the school community.
- Actively promote our school values of Integrity, Honesty and Respect.

PRINCIPAL

The Principal will:

- Provide effective leadership, resources and support for students and staff.
- Continually strive for academic and behavioural excellence across the school.
- Implement new strategies and reflect on ways to continually keep the school moving forward and improving.
- Monitor student results and attendance across the school.

First Aid Policy

The school has procedures for supporting student health for students with identified health needs and will provide basic first aid response as set out in the policy. Teachers and school staff are required to update their first aid qualifications, specialising in '*providing first aid in an education and care setting*'. One staff member at our school will be designated the Senior First Aid Coordinator and will oversee the management of first aid.

Procedures for medical treatment in less serious circumstances...

If a child becomes unexpectedly ill, injured or has an accident:

- The injured/sick person will be assessed by the teacher on duty
- The injured/sick person will be taken to the First Aid room and the delegated First Aid Officer will administer appropriate first aid
- The First Aid Officer will notify parents if necessary
- A written account is recorded with treatment provided in an Injury/Illness Log Book, specifically for school records
- Parents must be notified of all head injuries via phone and a written record sent home

In serious cases, parents/guardians will always be informed as quickly as possible of their child's condition and the actions taken by the school.

Procedures for serious/emergency situations...

In cases of an emergency:

- Teacher to identify the incident
- Teacher is to stay with the injured person
- Locate another student or staff member to send for assistance/Principal/Acting Principal
- Principal/Acting Principal in charge to attend incident and call 000
- Instructions from emergency services would be followed by teacher & Principal/Acting Principal
- Parents will be notified as soon as practical

All serious/emergency accidents and injuries will be recorded on the Department's injury management system IRMS.

First Aid kits ...

First aid kits will be taken by any class that leaves the school grounds for an excursion. The content of these kits will be dependent on the nature of the activities, the number of students, and the location of the excursion.

Teachers are mandated to carry a phone when they leave the school grounds with a class.

Medication

Medication can be administered during school hours and the school must follow the **Medication Rights Checklists for education and care**. Part of the Medication Rights Checklists process is that a minimum of two staff members must be present in the administration of medication. The staff members must also complete the Medication Log.

All medication required by a student during school hours must be:

- in original packaging, with instructions
- delivered to the Front Office for administering
- Parents must fill out and sign a Medication Authority Form
- Parent must collect from the Front Office at the end of the day

Asthma medication (if a current Asthma Action Plan is in place) must stay with the child at all times.

Refer to the child's Asthma Action Plan.

Please read the following section 'Asthma Management' for a detailed summary of the action to be taken when a child presents with asthma symptoms.

EpiPen/Adrenaline autoinjector - EpiPens (if a current Action Plan for Anaphylaxis is in place) must stay with the child at all times. A child that requires an EpiPen will keep their EpiPen at school at all times. It will be in a bag clearly labelled with their name and located on a hook on entry to the classroom.

Please read the section of this policy written below, that is dedicated to the management of Anaphylaxis.

Asthma Management

Asthma is a chronic health condition, which effects 1 in 6 children and 1 in 9 adults. People with asthma have sensitive airways in their lungs which react to triggers, causing a 'flare-up'. In a 'flare-up', the muscles around the airway squeeze tight. This makes it hard to breathe.

Parents who have a child that suffers from asthma must:

- Provide the school with an 'Asthma Action Plan' endorsed by a General Practitioner and it must be updated every 12 months.
- Ensure their child has their own asthma medication and spacer at school every day. It needs to be accessible at all times and if younger students require, in a designated place known to the teacher and child.
- Clearly label asthma medication.
- Make sure medication is not out of date. If it is found to be out of date the school's Ventolin medication will be used and the parents informed so they can update their child's medication.

Teachers must:

- Familiarise themselves with children who suffer asthma in their class.
- Keep their 'Asthma Action Plan' in the classroom.
- Make sure an asthma sufferer has their medication with them at all times and negotiate with younger students about where to keep their medication.
- Notify parents, if the child is using their medication excessive.

The **School** must:

- * Ensure all Asthma Action Plans are updated accordingly.
- * Keep spare Ventolin relievers in the First Aid Room and first aid kits.
- * Communicate with parents regularly about current health status.
- * Provide all staff with training and information regarding students who are at risk of asthma.

School Camps and Excursions

Whenever a teacher takes a class on an excursion outside of the school grounds it is compulsory that a Ventolin puffer be carried in the first aid kit.

If a child has an asthma attack, all teaching staff and supervising adults will follow the steps listed in the section 'Asthma First Aid' (appendix 1).

All asthma medication and Asthma Action Plans will be taken to camp.

Catering staff will be provided with information about food allergies or foods that trigger asthma.

Asthma First Aid

For further details please contact the school or refer to our school web site

Anaphylaxis Management:

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.

Parents who have a child that suffers from anaphylaxis must:

- Provide the school with an 'Action Plan for Anaphylaxis' endorsed by a General Practitioner and it must be updated every 12 months.
- Ensure an EpiPen/adrenaline autoinjector is provided to the school at the commencement of the school year which is clearly labelled and within its expiry date. This EpiPen will remain at school at all times.

Teachers must:

- Familiarise themselves with children who suffer from anaphylaxis.
- Keep their 'Anaphylaxis Action Plan' in the classroom with their EpiPen/adrenaline autoinjector.
- The EpiPen/adrenaline autoinjector is to be located in a bag clearly labelled with their name and located on a hook on entry to the classroom.
- Take the steps necessary if a child is suffering from an anaphylaxis reaction.

The **School** must:

- * Ensure all Anaphylaxis Plans are updated accordingly.
- * Keep a generic EpiPen/adrenaline autoinjector in the First Aid Room of the school.
- * Communicate with parents regularly about current health status.
- * Provide all staff with training and information regarding students who are at risk of anaphylaxis.

School Camps and Excursions

Whenever a teacher takes a class on an excursion outside of the school grounds it is compulsory that the EpiPen/adrenaline autoinjector must be carried by the child. Younger students may have their medication carried by a supervising adult.

If a child has an allergic reaction, all teaching staff and supervising adults will follow the steps listed in the section 'Anaphylaxis First Aid - Action' (appendix 2).

All anaphylaxis medication and Action Plans will be taken to camp.

Catering staff will be provided with information about food allergies or foods that trigger anaphylaxis.

Anaphylaxis First Aid - Action

For further detail please contact the school or refer to our school web site

ANTI BULLYING POLICY

ROBE PRIMARY SCHOOL IS COMMITTED TO PROVIDING A SAFE AND CARING ENVIRONMENT THAT FOSTERS RESPECT AND ACCEPTANCE FOR OTHERS. BULLYING, HARASSMENT OR VIOLENCE OF ANY FORM WILL NOT BE TOLERATED.

DEFINITION OF BULLYING

- Bullying is an ongoing act of aggression causing embarrassment, pain or discomfort to another.
- Elements of bullying include – wanting to hurt someone, acting on this desire, the action is hurtful, an imbalance of power, no reason for the action, is persistent and the bully gets pleasure from hurting the victim.
- It can be planned and organised or it may be unintentional.
- Individuals or groups may be involved.

Bullying can take many forms. We consider the following behaviours to be bullying:

Physical

- hitting, kicking, punching
- pushing, shoving, spitting
- making rude gestures
- taking or damaging something which belongs to someone else
- forcing others to hand over food, money or something which belongs to them
- making someone do something they don't want to

Verbal

- name calling
- teasing
- threatening
- making fun of someone because of their appearance, physical characteristics or cultural background
- making fun of someone's actions

Sexual harassment

- harassment that occurs in connection with a person's gender, sexual orientation or physical appearance
- inappropriate or unwanted touching
- using sexual words to put someone down

Indirect

- excluding others from the game or group
- spreading stories about others
- spreading untrue stories about others
- harassment or threatening messages or posts on social media or mobile phones.

SIGNS OF BULLYING:

Students who are being bullied may not talk about it with teachers, peers or parents. This may be out of fear that it will make the situation worse, or the victim may feel embarrassed to talk about it.

SIGNS:

- unexplained cuts, bruises or injuries
- damaged or ripped clothing
- unexplained headaches, stomach aches, general unwell appearance or feeling
- refusal to go to school
- asking for extra pocket money or food
- tearfulness, anxiety
- trouble sleeping
- secretive behaviour with mobile phones and devices
- obsession with social networking pages
- withdrawn from family, friends
- relationship breakdown

STRATEGIES TO DEAL WITH BULLYING

At Robe Primary School we will:

- Openly talk about bullying – what it is, how it affects us and what we can do about it.
- Teach our children the skills which will build their self-esteem and empower them to take the responsibility for themselves – and give them the opportunity to practise these skills.
- Teach our students 'Resilience' skills through various methods and programs.
- Implement the policy which clearly states what actions we will take to deal with bullying behaviour.
- Encourage and promote attitudes that reflect our school values of Respect, Integrity and Courage.

Responsibilities of children:

- To 'tell' a trusted adult (e.g. a parent, teacher, staff member) if they are being bullied or if they see someone else being bullied – both at school and on the way to or from school.
- To help someone who is being bullied.
- To not bully others.
- To not be a bystander, speak up and seek help.

Responsibilities of staff:

- Familiarise themselves and students with school Anti-bullying document
- Be positive role models in word and action at all times.
- Ensure that our classroom management practices support respect and acceptance towards others.
- Be observant to signs of distress or suspected incidents of bullying.
- Deal with all reported and observed incidences of bullying as set out in this policy.
- arrive at class on time and move appropriately between lessons including specialist lessons
- Report incidences of bullying to the Well- being coordinator or Principal if this is warranted.

Responsibilities of parents

- To watch for signs that their child may be being bullied (refer to signs of bullying)
- To speak to someone on staff (classroom teacher first) if their child is being bullied, or they suspect that this is happening.
- To encourage their child to 'tell' if they are bullied or if a child they know is being bullied.

REPORTING BULLYING

- Incidences of bullying can be reported to any teacher, the Well-being coordinator or the Principal by children and their parents. Any bullying incidences that are dealt with will be recorded.

PROCEDURES FOR REPORTED INCIDENCE OF BULLYING:

Steps to be followed upon report of bullying:

- Incidents of bullying reported
- Appropriate person interviews alleged perpetrator, victim and any bystanders to establish facts.

Act of bullying verified:

- Appropriate person counsels so that person who bullied is aware of the effect on victim.
- Appropriate person ensures the perpetrator acts in a responsible and constructive way to remedy the situation (written or verbal apology also needs to be given)
- Teacher puts appropriate steps from Behaviour Management Policy in place (withdrawal, detention, etc.)
- Teacher and student fill out a Bullying incident form which is sent home for discussion and parent signature.
- Administration files 'Bullying Incident Form'.

Incidence of bullying:

- Appropriate person notifies parents and an interview time is made
- Incident is recorded on a 'Bullying Report'
- Bullying Report is filed in Administration area

If further incidence of the bullying cycle occurs:

- Teacher, in collaboration with Principal, to interview student and their parents
- Principal to make clear consequences of repeat occurrence
- Counselling (on a private basis) is recommended for student who bullied
- Further action (internal/external suspension, termination of enrolment) is at the prerogative of the Principal and/or School Council.

Act of bullying not verified: Teacher to record incident.

EVALUATION

The frequency or continuation of bullying will be monitored after six months and then after twelve months, alongside the effectiveness of the procedures as stated above. It will be evaluated by:

- Noting if there has been a reduction in reporting or observed incidences of bullying.
- Speaking to parents who have reported incidences to find out if the problem has been resolved.

Student Internet Usage Policy

At Robe Primary School we believe that the Internet enhances learning by allowing students to access world-wide information that is current and diverse. E-mail provides students with a means to communicate easily and quickly with other learners and to source information.

Staff Responsibilities

- Ensure staffs have skills and knowledge in Internet and E-mail usage and laws.
- Provide supervision at all times when students are accessing the Internet.
- Explicitly teach students (in accordance with DECS and School Scope and Sequence):
 - Skills to filter, analyse, interpret and evaluate information found on the Internet
 - Lessons in using the Internet and E-mail safely
 - Responsibilities under Copyright laws when copying information from the Internet
 - Dangers of, and laws around, Cyber bullying and e-crime
- Use filters to prevent students accessing inappropriate sites.
- Appoint a Network Administrator to track all Internet usage.
- Notify the Network Administrator of any inappropriate material found, or advised by students or parents, so that access can be blocked.
- Maintain privacy by ensuring that photos of students placed on the internet (such as school website) are labelled using general terms and do not include the student's name.
- Ensure that a Consent Form is signed by caregivers and retained at school for all student photographs or work that is put on the internet (including the school website)
- Ensure that information published on the Internet by students or the school is of a high standard and meets legal requirements.
- Provide E-mail accounts protected by a password.
- Include on-line learning opportunities into curriculum work for all students.
- Ensure that only students with signed Internet Agreement Forms utilise the Internet and E-mail.

Parent Responsibilities

- Read, understand and return Internet Agreement Forms to school promptly at the beginning of each school year.
- Reinforce safe Internet practises with their children.
- Immediately notify staff of any inappropriate material or concerns about student Internet usage.

Student Responsibilities

- I will only access appropriate learning Internet sites
- I will always ask a teachers permission to use the internet or email.
- I will take care of the computers, I pads, laptops and other ICT equipment
- I will tell my teacher immediately if I come across information that is rude, nasty or makes me feel uncomfortable.
- I will not send emails or messages to people I don't know without checking with the teacher first.
- I will not give out any personal information.
- I will not send pictures of myself.
- I will not use public 'chat' rooms.
- I will not use another person's password or access another person's files.
- I will not give my password to anyone else.
- I will obey copyright laws.
- I will not use social media inappropriately or without the permission from a teacher.
- I will not introduce files or download software onto the computers or laptops.
- I will print responsibly, with the teacher's permission and I will print only items that are school/ school work related.

Consequences of misuse

Failure to follow the above agreement may result in any of the following:

1. Internet lockout
2. Email lockout
3. Printer lockout
4. Computer lockout
5. Complete work without the assistance of a computer.
6. Parents being invoiced for repairs to equipment damaged due to lack of care.
7. Suspension from ICT activities

Lockout times can vary from 5 minutes to an entire term or year depending on the seriousness of the breach.

