PARENT INFORMATION GUIDE
Welcome!

At Coburg Special Developmental School we recognise the extraordinary responsibility and privilege it is to educate our students. All students have the right to the best possible education and to achieve their highest potential every day.

The Early Years Unit is an exciting nurturing environment for your child to start their formal school life. Class groups are carefully chosen to enhance your child’s learning, taking into account your child’s age, skills and special needs.

During the first years of learning, teachers aim to create a safe and happy environment where students are valued, praised, and encouraged rather than constantly tested.

In the Early Years Unit, students are encouraged to make sense of the world around them through real-life experiences.

All students have their own individual learning programs that are designed in consultation with parents/carers, teachers and the allied health staff who work with your child. Classroom programs cover all the areas required by the Department of Education & Early Childhood and we are excited to be implementing ABLES (Abilities Based Learning and Education Support) and Towards level 1 of the Victorian Essential Learning Standards, which have an emphasis on individual learning styles and personal development and lead into Aus VELS.

The Early Years Unit offers a wide variety of learning options including Swimming, Camps, Horse Riding, Reading Challenge, annual whole school concert, music, physical education and art.

Curriculum

The curriculum in the Early Years Unit emphasizes literacy and numeracy skills. There are also opportunities for the development of physical, creative and information and communication technology (ICT) skills, as students are encouraged to explore their world.

If you have any further questions after reading this booklet, please contact me on 9354 4366 or bradley.moria.w@edumail.vic.gov.au.

We look forward to working with you to provide the best educational outcome for your child.

Moira Bradley
Principal
Coburg Special Developmental School

Administration Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Moira Bradley</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Margaret Jackson</td>
</tr>
<tr>
<td>Reception</td>
<td>Angelina Angelica</td>
</tr>
</tbody>
</table>

School Contact Information

<table>
<thead>
<tr>
<th>Information</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Phone Number</td>
<td>9354 4366</td>
</tr>
<tr>
<td>School Fax Number</td>
<td>9354 4709</td>
</tr>
<tr>
<td>School Address</td>
<td>Cnr. Bishop &amp; Gaffney Sts Coburg 3058</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:coburg.sds@edumail.vic.gov.au">coburg.sds@edumail.vic.gov.au</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.coburgsds.vic.edu.au">http://www.coburgsds.vic.edu.au</a></td>
</tr>
</tbody>
</table>

SCHOOL DATES & TIMES

<table>
<thead>
<tr>
<th>School Term Dates for 2013</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td></td>
</tr>
<tr>
<td>January 29</td>
<td>Staff ONLY</td>
</tr>
<tr>
<td>January 30</td>
<td>Students start</td>
</tr>
<tr>
<td>March 28</td>
<td>Last day of term</td>
</tr>
<tr>
<td>Term 2</td>
<td></td>
</tr>
<tr>
<td>April 15</td>
<td>First day of term</td>
</tr>
<tr>
<td>June 7</td>
<td>Student Free Day</td>
</tr>
<tr>
<td>June 28</td>
<td>Last day of term</td>
</tr>
<tr>
<td>Term 3</td>
<td></td>
</tr>
<tr>
<td>July 15</td>
<td>First day of term</td>
</tr>
<tr>
<td>September 20</td>
<td>Last day of term</td>
</tr>
<tr>
<td>Term 4</td>
<td></td>
</tr>
<tr>
<td>October 7</td>
<td>First day of term</td>
</tr>
<tr>
<td>November 5</td>
<td>Student free day</td>
</tr>
<tr>
<td>December 20</td>
<td>Last day of term</td>
</tr>
</tbody>
</table>

Public Holidays that fall during School Terms 2014

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour Day</td>
<td>Monday 10th March</td>
</tr>
<tr>
<td>ANZAC Day</td>
<td>Friday 25th April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 9th June</td>
</tr>
<tr>
<td>Cup Day</td>
<td>Tuesday 4th Nov</td>
</tr>
</tbody>
</table>

School Times

| School Hours | 9.00am – 3.00pm |
The A-Z of information about our school that you may like to keep in a handy place so you can refer to it during the year.

**Attendance**
Regular attendance is important. During the child’s first year at school, work patterns, habits and attitudes are formed. If attendance, (other than illness) is irregular, your child will find it very difficult to keep up with the demands of schooling. Arriving late is disruptive to your child and other child’s learning. When children are absent from school, it is required by law that a note be produced explaining the reason for the absence. If an absence is more than three days duration your class teacher may contact you.

**Assembly**
Assembly is held once a term. A note will be sent home at a closer date to invite parents to join us. At the assembly, we celebrate birthdays, present student awards and watch classroom presentations. You will be notified if your child will be receiving an award.

**Bus Transport**
Transport is co-ordinated by the Principal. Please see Moira if you need more information.

**Change of clothing**
Please send a change of clothes for your child, and if school clothes are used for your child in an emergency, ensure that they are washed and returned promptly.

**Changes to Transport Arrangements**
Any transport changes need to be discussed with the Principal.

**Collecting students during school hours**
Please sign the early release book at the office. Your child will be brought to the office to meet you.

**Communication Books**
Communication diaries are supplied by the school and remain the property of the school. Communication books are invaluable in helping school and home keep in touch.

**Curriculum Days**
The Department of Education and Early Childhood Development have set 4 days of the school year as student free days. On “student free days” **students do not attend school.**

**Eating Outside**
All students eat their lunch in their classroom before going outside for their break time. Eating outside is not permitted.

**Emergency details**
Emergency details are absolutely essential. Please remember to notify the school if your child’s emergency details are changed. These include phone numbers for home
and work including mobile phones, telephone numbers of emergency contacts (at least two are required), change of address, changes to custody orders and medical information.

Important
If there is a court order which stops anyone having contact with your child, please let the school know the details.

First Aid/Illness
First Aid will be managed by qualified first aiders on staff. All staff have basic first aid training.

Head Lice
At the start of the year the school gains permission to conduct head lice inspections through a consent form to be sent home at the start of the year. If a student does have head lice:
1. Inform Principal.
2. Teacher to obtain “action taken form” to be sent home with student with head lice. This letter has a detachable slip at the bottom, asking parents/guardians to indicate the treatment used and when it commenced.
3. General note to go home to all students in the unit informing them of the presence of head lice.
4. Continue regular, ongoing inspections until the head lice are gone.

Immunisation certificates
Certificates are a legal requirement before a child may start school. Please ensure that we have a copy of your child’s certificate.

Labelling of clothes
Labelling is essential so that we can return lost items.

Lunch
We encourage students to bring sandwiches, fruit, yoghurt, popcorn and/or other healthy food choices. Fresh water is always available for your child to drink. Students eat inside and are supervised during eating.

Newsletters
Newsletters regarding whole school issues will be sent home once a month and also available on the website.

Parents/Caregivers wishing to see staff
If you wish to see a staff member regarding your child, please contact the school to make an appointment. Teachers are unable to have discussions with Parents/Caregivers when they are responsible for the teaching of their class. Due to our staff meeting, teachers are not available for appointments on Monday afternoons.

Reporting to parents/caregivers
Coburg Special Developmental School

Written reports are sent home in June and December. Official Parent/Caregiver interviews will be held in Term 1 and Term 4.

School Bag
All students need a school bag big enough to hold their lunch and morning tea, spare clothes and their student diary.

School Uniform
Coburg SDS has a compulsory school uniform which all students are expected to wear. Students not in uniform will not be permitted to leave the school and participate in excursions and off-campus programs, which means that their whole class will not be able to go out.

School Rules

GUIDING PRINCIPLES

Coburg SDS recognises that positive reinforcement for appropriate behaviours is the most effective long term means of promoting appropriate social skills and at the same time increasing young people’s sense of worth and their overall wellbeing. Wherever appropriate consequences work on the principles that each day is a new day and a new chance to succeed.

Our three school rules are:
Be respectful
Be responsible
Be safe

Every member of the school community, including staff, students and parents is responsible for implementing the guidelines.

We aim to promote a culture of growth and development that encourages and embraces positive ongoing improvement in the school.

There are clearly stated and visible expectations at a Whole School and also at a Classroom level.

Our aim is to promote a happy, cooperative atmosphere where learning and growth occurs for all.

Student's with Asthma
An asthma management plan and the appropriate medication for use at school must be provided to the school. All staff have been trained in the management of asthma attacks.

Students with anaphylaxis
At least one epipen must be provided and is to be left at school. Staff have been trained in the use of epipens and all staff are made aware of students who have anaphylaxis.
**Students with Epilepsy**
An epilepsy management plan must be provided so that we know what help your child needs during a seizure, when to administer additional medication, when you need to be contacted and when to call an ambulance.

**Students’ Absences**
If your child is away you must notify the school. All students who have been absent must complete an “absence form” which is returned to the office.

**Students’ medication**
All medications must be given to the classroom teacher in the original Chemist’s packaging. A form must be completed giving the school permission to administer the medication, and another form completed listing all medication taken by the student.

**Toileting**
All Early Years Classrooms have internal toilets. If your child is wearing nappies, could you please provide nappies for use with your child.
If your child begins a toileting program can you please provide underwear and spare clothes – clearly labelled.

**Visiting the Early Years Classrooms**
Parents/Caregivers are reminded that when visiting any area of the school they must report to the office on arrival.

**Valuables at school**
Students are not to bring valuables or expensive toys to school. The school will not accept any responsibility for these items.

**Voluntary Contributions & EMA**
School fees are $60 per term.
Health Care Card holders may be eligible for the Education Maintenance Allowance (EMA). Please contact the office if you think you may qualify for this payment.