

A GUIDE FOR PARENTS 2021



Bayside

Special Developmental School ABN 65 214 288 694

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BAYSIDE SPECIAL DEVELOPMENTAL SCHOOL

PARENT INFORMATION MANUAL

Bayside SDS provides a learning environment which places the student at the centre of the school.

We believe in promoting the individual development of each student. There is a strong focus in the school on supporting our students' communication, encouraging their engagement and empowering them to successfully accommodate the transitions that life presents.

We are a values based school community. Small enough to know every child, but large enough to be able to offer a diverse range of stimulating opportunities and specialist programs.

The school campus is located in Moorabbin, a residential suburb of south-eastern Melbourne. This gives us easy access to local shops, public transport, leisure centres, parklands, and beaches for our community referenced learning programs.

Bayside SDS teachers are comprehensively supported by education support staff across the school's 10 classrooms. Educational programs are supported by an Allied Health Team comprising Speech & Language Pathology, Physiotherapy, Occupational Therapy and a Multi-Sensory Therapist. Our current staffing profile includes a range of experience which provides a diverse variety of backgrounds, interests and life experience.

The school is internationally recognised as Australia's Centre of Excellence in Intensive Interaction and provides regular training events for teachers, education support staff, allied health professionals and parents throughout the year.

A strong partnership exists between the School Council, our highly professional staff and a dedicated core of supportive parents.

Bayside SDS Purpose

To provide the students of Bayside Special Developmental School with explicit learning experiences in a safe and supportive environment where staff, students and families work together to promote engagement and positive wellbeing.

School Values

A commitment to professional learning and reflective practices is fundamentally important to the delivery of best practice teaching in the classroom.

Bayside SDS staff express their core values as:

- Teamwork
- Respect
- Opportunity
- Compassion
- Community

Michael Pepprell

Principal

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ABSENCES

In the event of a student being absent, parents are requested to ring and leave a message at the office for the class teacher and contact Sandringham Coaches (9532 2717) or the buses directly on their mobile phones if school bus transport is used.

The relevant mobile phone numbers are distributed to families, along with the bus times, prior to the year commencing.

When medical, dental, or similar appointments are made in school hours, it is important that parents notify the school in advance by phone or Seesaw. As classes participate in many off-campus activities, prior warning can avoid frustrations and ensure that students are at the school ready for pick-up at the appointed time. The teachers are required to know who is present at school at all times.

For absences, i.e. hospitalisation, etc., a written statement is required for audit purposes. For non-medical absences such as family holidays, permission must first be sought from the Principal.

Refer to our school's website to read the current 'Student Attendance' Policy.

EXCURSIONS

During the school year, students at Bayside Special Developmental School participate in a wide range of educational programs and activities that take them outside the school. Students are expected to participate in all scheduled school programs. Dispensation may be sought if you have a particular reason for your son or daughter to be excluded from any program.

School buses and public transport are used for the majority of these activities. Occasionally, if space on the buses is limited, teachers' private vehicles are used. In this instance, you will be advised of the name of the proposed driver, and your permission sought prior to the event, for your child to be transported in this manner.

An Excursion Permission Form is sent home at the commencement of the year for parents/caregivers to sign. This covers all excursions of one day or less for the duration of the year. In addition, a specific form is sent home for any excursions with particular requirements, or for those excursions outside of our transport zone.

CSEF (Camps, Sports and Excursions Fund)

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Two criteria must be met:

♠ Criteria 1 - Eligibility

On the first day of term one (27 January 2021) or the first day of term two (19 April 2021), a parent or legal guardian of a student must:

- be an eligible beneficiary of one of these cards:
 - Veterans Affairs Gold Card
 - Centrelink Health Care Card
 - Pensioner Concession Card;
- **OR** they must be a temporary foster parent;
- **OR** the student is 16 years or older and holds a valid concession card (such as a Youth Allowance Health Care Card);

- **AND** the parent or legal guardian must submit an application by the due date.

Parents who receive a carer allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

Eligibility will be determined when the parent's concession card successfully validates with Centrelink on either the first day of term one or term two.

If the eligible card is in the name of the student, the fund is only granted to that student, not their siblings.

- ♠ Criteria 2 – Be of school age and attend a Victorian school.

Please contact the school office for application forms (if you have been approved in the previous school year and your circumstances have not changed, no new application is required).

Information on payment rates is also available on the Centrelink web site at: www.centrelink.gov.au.

COMMONWEALTH AND STATE GOVERNMENT PAYMENTS

To establish eligibility for Commonwealth Government Payments, please contact your nearest Centrelink to receive a "Guide to Commonwealth Government Payments", which contains all the relevant details.

These payments include:

- Carer Allowance / Carer Payment.
- Child Disability Allowance – Dependent children under 16, or full time students 16 – 21 with a disability.
- Disability Support Pension – Aged over 16 with required disability conditions.
- Mobility Allowance – Aged over 16 years and undertaking Independent Living Skills training at the school.
- Youth Allowance – Full time Students aged 16 – 24 years.

Please Note: Organisation with Centrelink should begin 3 – 6 months before your child turns 16 to avoid a gap in benefits received.

COMPLAINTS PROCEDURES

A copy of the Bayside Special Developmental School Raising Concerns and Complaints Policy is available on request and/or the school website via Policies. The school expects a person raising a concern or complaint to:

- do so promptly, as soon as possible after the issue occurs;
- provide complete and factual information about the concern or complaint;
- maintain and respect the privacy and confidentiality of all parties;
- acknowledge that a common goal is to achieve an outcome acceptable to all parties;
- act in good faith, and in a calm and courteous manner;
- show respect and understanding of each other's point of view and value difference, rather than judge and blame;
- recognise that all parties have rights and responsibilities which must be balanced.

The school will address any concerns and complaints received from parents:

- Courteously;
- Efficiently;
- Fairly;
- Promptly, or within the timeline agreed with the person with the concern or complaint;
- In accordance with due process, principles of natural justice and the Department's regulatory framework.

COURT ORDERS

It is your responsibility to provide a copy to the school of the most recent court orders pertaining to your child. This includes both state and federal magistrate's court. Whilst the school will make every effort to comply with these orders, parents are reminded that only the appropriate statutory authority can enforce them. Legal disputes pertaining to your child should not be played out at school, and parents are expected to abide by any court orders at all times.

CUSTOMARY ANNUAL EVENTS

Combined Special Schools' Music Festival
Combined Sports Day
Crazy Hair/Hat Day
Education Week
End of Year Concert
Footy Day
Fundraising Events
Graduation (for students completing their final year of formal schooling)
Numeracy/Literacy Week
Parent Information Evenings
School Open Days
School Photos
Working Bees

DENTIST

The School Dental Service continues to visit Bayside SDS on a limited basis. This service may be provided to all students at the school upon referral. Contact the Assistant Principal to make a referral to see the dentist. Please note this service is not available during the building works, and will be reinstated when the final stage of the building project is completed.



HOME / SCHOOL COMMUNICATION

Seesaw is used for day to day contact between parents / caregivers and the teaching staff. This mode of communication helps you to become familiar with the activities your child has engaged in at school and provides you with the opportunity to share your experiences with us. Please check your child's bag daily for any other notices contained therein. Parents are encouraged to make regular entries in the book to communicate any relevant information to the classroom staff or to respond to queries or messages from the school. Staff appreciate regular feedback from parents. Members of staff are instructed not to use text messaging or email to communicate, to ensure that transparency and privacy are maintained. Electronic communication can be used by emailing the school's email address – bayside.sds@education.vic.gov.au – marked attention to the class teacher.

It is often difficult or inopportune for staff to receive telephone calls during school hours, so please use Seesaw as the primary means of day-to-day contact.

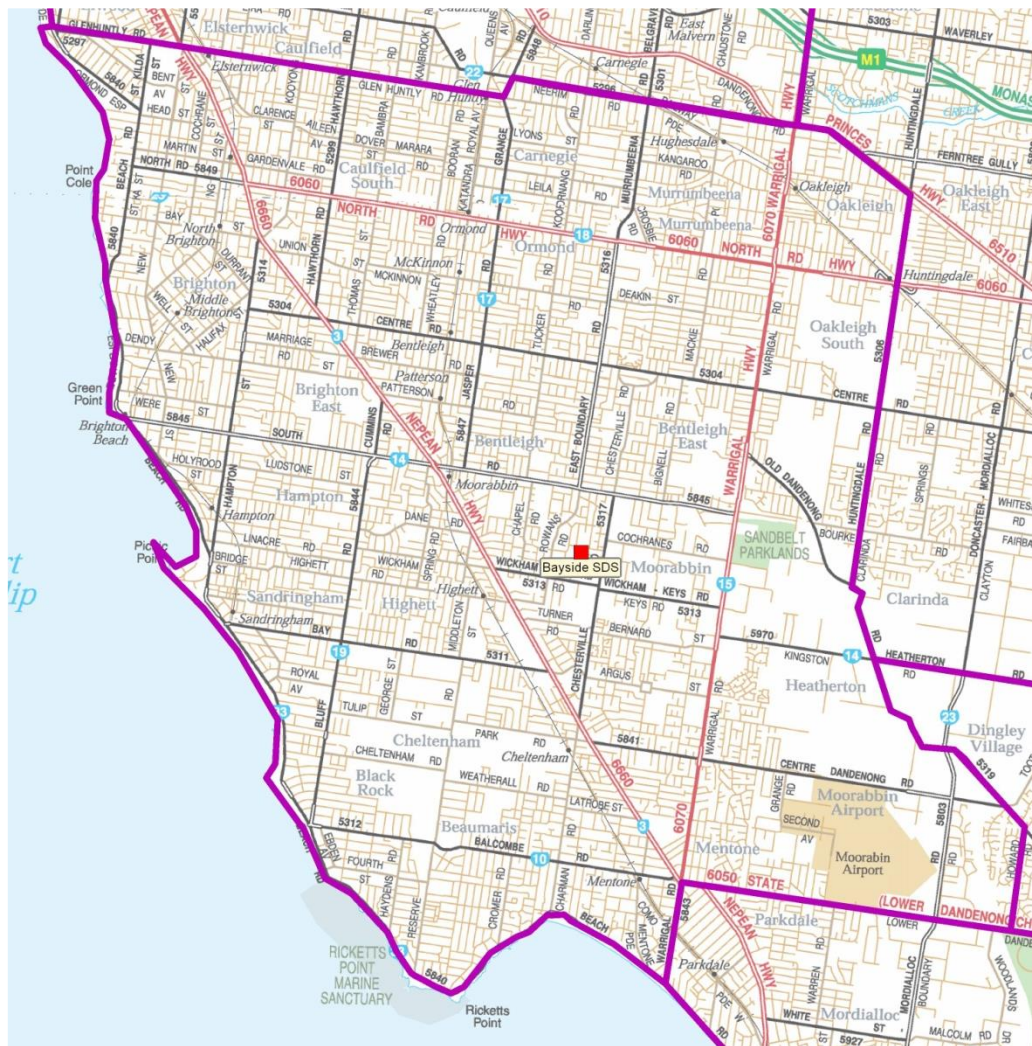
The 'Bayside Bulletin', our newsletter, is distributed fortnightly and provides an insight into class activities, school events, and information about programs of interest for parents and caregivers. Parents or caregivers can request that the newsletter be sent electronically.

DESIGNATED TRANSPORT ZONE

BAYSIDE SPECIAL DEVELOPMENTAL SCHOOL ZONE FOR TRANSPORT

Address: 4 Genoa Street Moorabbin, Victoria 3189

(Melway reference Map 77, J7)



COMMUNICABLE DISEASES

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

Public Health and Wellbeing Regulations 2009 — Schedule 7

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

- specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
- specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
COVID-19	Testing and exclusion requirements according to current advice from DET.	

Condition	Exclusion of Cases	Exclusion of Contacts
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis*(whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

IMMUNISATIONS

The Health Act now requires all children starting school in Prep grade to have an immunisation certificate, a copy of which is kept at the school. All students up to the age of 11 years should now have this certificate on file. The certificate shows that your child has been vaccinated against measles, mumps, diphtheria, polio and tetanus or the reasons why this has not occurred. Immunisation itself is not compulsory.

In the event of an outbreak of measles or diphtheria, the unimmunised child will be excluded from school. In the case of diphtheria, the unimmunised children will be checked by the Council's Medical Officer before a return to school is permitted. Certificates are obtained from your local Council.

Each year Council medical officers visit the school to vaccinate older students. Cards are distributed to families some weeks prior to this visit.

INDEMNITY FORMS

Parents are asked to complete an Indemnity Form each year. Apart from providing crucial information that can be accessed in an emergency, parent permission is provided for a wide range of purposes. For example, swimming, excursions, dental visits, etc. Your co-operation in maintaining accurate records is invaluable. An asthma, anaphylaxis and/or epilepsy management plan is to be completed annually, in conjunction with your medical professional, if your child has these medical conditions.

Should your child become unwell or injured at school, the parents (or nominated emergency contacts) will be contacted. Please ensure that the information provided is current and notify the school immediately if these contact names or telephone numbers change.

LUNCHES

Packed lunches from home

In the interests of students' health, we encourage parents who provide lunches from home to ensure a healthy lunch is packed. Fresh water is available throughout the day, however if an extra drink is packed with the lunch parents are advised that **soft drinks are not acceptable** except on designated party days. All rooms have access to a microwave oven and refrigerator.

You will be notified by your class teacher if a classmate has an allergy which will impact upon your child's lunch content.

MEDICAL CONDITIONS

If your child has a medical condition you need to inform the school's principal and your child's teacher. In particular, the school needs to know if your child has any serious medical conditions like epilepsy, haemophilia, asthma, diabetes or severe allergic reactions.

It is important to keep information about your child's medical conditions up-to-date. If there is a change in your child's care plan or medication, you should contact the school either by phone or in person.

All children with a medical condition or illness will have a health support plan developed in conjunction with the school, your child's doctor and you. This plan will be attached to your child's school records.

You will also need to provide this information again when your child attends school excursions or camps.

It is also a good idea to consider having your child wear a medical alert bracelet as these provide essential information in times of emergency.

MEDICATION & STUDENT HEALTH (General)

Parents are requested to give accurate, up to date details of any medication, allergies or health conditions. Management Plans updated annually and endorsed by your GP are required for students that require medication for asthma, anaphylaxis and epilepsy. Each year a request is made and this important information is kept on file for reference when required. It is vital that parents notify the school immediately if medication is changed.

In order to minimise risks to students from their own illness or injury and to prevent the spread of infection within the school, parents are requested to keep students who are obviously unwell (e.g. active respiratory virus, high temperature, vomiting, diarrhoea) at home.

It is vital that parents inform the school, as soon as possible, if your child has been diagnosed with an infectious condition. This will support any actions required to ensure the safe wellbeing of students with specific health conditions.

It is school policy that parents or emergency contacts will be contacted and asked to collect students who arrive at school unwell, who develop an illness whilst at school or who may return to school prior to complete recovery.

MEDICATION (Administered at School)

DET guidelines for the administration of medication require that:

If a child needs to be given medication during the school day, we require *a box or bottle that has a pharmacy label for your child and a letter from your child's doctor, giving approval for administration. (This includes Paracetamol)*. This letter will need to discuss the circumstances when medication should be given and the recommended dose.

As always, the school will call you if we believe your child is unwell and may require treatment or medication that is outside of what they receive regularly.

Please refer to the school's 'Administration of Medication' Policy on our website, or contact the school if you require clarification.

If your child requires emergency medication, parents must ensure that this is provided and replaced as required.



PARENT CONTRIBUTIONS - MATERIALS AND SERVICES

The Department of Education and Training (DET) covers most of the costs of providing an education for your child. This includes staff salaries, teaching materials and equipment, student support services, facilities, utilities, furniture and equipment, buildings and grounds maintenance, security and transport to and from community based activities.

School Materials Charges

Parents are asked to contribute to essential student learning and optional items, that are provided to enrich the classroom programs. These contributions cover such programs as homecrafts and art activities, public access programs, and excursions.

An account will be sent to parents prior to the end of each year, detailing the programs or events planned for the new school year. Charges are kept to a minimum.

Voluntary Financial Contributions / Donations

Each year, the School Council invites voluntary financial contributions/donations from parents. These contributions go towards the following areas, designated by the Department:

- Building and grounds beautification;
- Extra equipment;
- Additional ICT equipment and associated applications;
- School assistance fund.

The school is endorsed as a deductible gift recipient, and as such, any donations to the school are tax deductible.

The School Council trusts that all parents will support the school's endeavours to provide quality educational and support programs for all students. The excellent response of parents in the past has assisted in building up many of the resources that benefit your child today.

Payment Options – Classroom Fees / Voluntary Contribution:

To assist families in meeting their commitment for Classroom Fees and Voluntary Contribution for 2021 we offer a flexible payment plan. You can choose to make payment via EFT, Credit Card or an automatic Direct Debit of Credit Card – Monthly, Quarterly, Half Yearly or Annually. All of these options are outlined in full on the statement distributed each year to families.

Payment Difficulties:

If a family is experiencing financial hardship in making school contributions, please contact the School Principal or Business Manager to discuss alternative arrangements in confidence.

PARENT PARTICIPATION

Members of the school community are encouraged to attend activities organised by the school. Information sessions are held throughout the year to expand parents' knowledge and understanding of the curriculum and specialist programs here at Bayside SDS. Representatives from a range of community-based and government auspiced organisations are invited to increase parents' awareness of the services and facilities available to students and their families. Social occasions are held to promote opportunities for families to get to know each other in a relaxed and informal atmosphere, including coffee mornings and parent dinners. The 'Bayside Bulletin' will keep you informed about forthcoming events. In addition, parent support may be requested for specific activities, such as excursions and swimming.

PERSONAL PROPERTY

Parent and Carers are urged to label clothing, lunch boxes, drink bottles, communication devices, etc. with permanent nametags. Lost or mislaid articles may be collected from the office or classroom.

PUPIL-FREE DAYS

During the year, four (4) days are set aside for teacher professional development. These days are approved by the DET and ratified by School Council. On such days, students do not attend.

Day 1 – Wednesday 27th January – Teachers / ES Staff return / Pupil Free Day;

Day 2 – to be confirmed;

Day 3 – to be confirmed;

Day 4 – to be confirmed.



REPORTING TO PARENTS

The effective reporting of student and school achievements involves the development of a partnership between parents/caregivers and the school staff. Through the Student Support Group process individual priority goals are set which meet the needs of students and which can be followed through at home. Progress against mandated learning areas in the Victorian Curriculum is reported on in June and December.

The review of student progress is conducted in accordance with the Program for Students with Disabilities through program support group meetings organised at least twice during the school year, and at other relevant times.

Additional ascertainment of progress includes:

- Regular evaluation of all school programs
- Teachers records of student progress
- Informal information exchange

**A WRITTEN REPORT ON SCHOOL PROGRESS / ACHIEVEMENT
IS FORWARDED TO PARENTS AND/OR CAREGIVERS IN BOTH JUNE AND DECEMBER EACH YEAR**

RESOURCES

Parents are encouraged to send a named USB to school when they wish to obtain a copy of resources to be used at home.

SCHOOL BUSES

The school owns three Toyota HiAce commuter buses, one of which is fitted with a hydraulic lift. These buses provide access to the wide range of off-campus activities that are integral to the teaching and learning programs at Bayside SDS. Parents, through the subject and services contribution, assist in the upkeep and operation of these buses.

SCHOOL COUNCIL

All Government schools in Victoria are governed by a School Council. They are legally formed bodies that are given powers to set the key directions of a school. A School Council has responsibilities for developing such things as:

- The School Strategic Plan, that outlines what the school is striving to achieve in the longer term – outlines the school's purpose, values and desired student outcomes, expressed through goals and targets, and summarises the three to five key improvement strategies required to achieve them.
- Annual Implementation Plans that describe how the key improvement strategies in the school strategic plan will be put into operation in each of the four years.
- The school's budget which shares out the available resources to ensure that the Strategic Plan is carried out.
- The general educational policy of the school.
- The school's buildings and grounds.
- The student code of conduct which provides a safe and orderly context for learning.

- An Annual Report on the school's achievements.

The Bayside Special Developmental School Council (total 9 members) consists of:

- Five parent representatives
- Three staff representatives (including the Principal)
- One community representative.

Each councillor serves for a term of two years, except the Principal who has a mandated position as the Executive Officer. Half the membership is elected or co-opted each year and this creates vacancies for the annual School Council election.

SCHOOL HOURS

Hours of attendance for students are 8:50am – 2:50pm. Parents **must** sign their child in at the Office in the morning if you are transporting your child to school. We encourage parents to adhere to the attendance hours unless health needs prevent full-time attendance.

Parents must contact the school if they are running late, particularly at pick-up time.

On the last day of terms 1, 2, 3 and 4, students are dismissed one hour earlier.



SCHOOL TRANSPORT

Transport to and from Bayside SDS is provided by DET for all eligible school-aged students. Sandringham Coaches is the bus company that is contracted to provide this service. With its four buses, the bus company makes every effort to meet the time schedules of students and parents. Bus travel to respite homes can only be provided to those homes that are within our designated transport zone (see map) and only when there is an available space on this bus service. Students must be supervised at both the collection and drop off times by an adult or responsible person. Buses are equipped with two-way radios to enable contact in the event of an emergency. Parents should ring **Sandringham Coaches (9532 2717)** to advise of any absence. Each bus has a mobile telephone and this number is provided for your use in the event you are unable to contact the depot. The transport is a service and as such has commitments to the runs set at the beginning of the year. Parents are reminded that timing of pick up and drop off are not able to be changed.

SCHOOL UNIFORM

The school uniform is attractive, practical, and economical. Although it is not compulsory, your School Council strongly recommends that it be worn each day to foster a sense of school identity and unity, and to develop pride in personal appearance. In the school colours of navy and jade, the following items can be purchased - track pants, windcheaters, polo shirts, rugby shorts, bomber jackets and polar fleece vests. The school's 'dolphin' logo can be attached to these items. For a uniform Order Form, please contact the Office. Parents are requested to provide a spare set of clothes in the school bag.

STUDENT ENGAGEMENT POLICY & PROMOTING POSITIVE BEHAVIOURS POLICY

These exist to provide students, staff and others with a safe and secure environment by promoting positive behaviours and respect of individual rights.

They are based upon the following principles:

- Students have the right to work in a pleasant, safe, hygienic environment with appropriate equipment.
- Students have the right to be treated with respect and with consideration of their individual needs, background and personality.
- Students have the obligation to respect school property and the property of others and also take sensible precautions with their own belongings.
- Students will be encouraged to be responsible for their own behaviour within the school and wider community.

The three positive behaviour expectations are:

1. We are safe;
2. We are communicators;
3. We are learners.

STUDENT INSURANCE

Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

Bayside SDS and the Department of Education and Training do not hold accident insurance for school students.

The Department cannot advise parents/guardians on whether to purchase a student accident policy, or which policy to purchase. It is recommended that you seek assistance on this matter with your insurance broker, or find a suitable personal accident insurer online.

STUDENT SERVICES

Paraprofessional Services are available at school in the forms of Physiotherapy, Speech Pathology, Sensory Therapy and Occupational Therapy. Parents may seek additional information from these Paraprofessionals by making a mutually convenient time to meet. In addition, the school buys in extra Psychology time to support funding applications and severe behaviour management.

Additionally, Bayside Special Developmental School has limited access to a Psychologist and Speech Pathologist through the Kingston Network of Schools, based on availability. Students with additional needs may be referred to these Student Support Services Officers. Access to DET social workers is available upon request.

STUDENT SUPPORT GROUP (SSG) MEETINGS

The school conducts regular Student Support Group meetings to prioritise goals and gather information to complement the child's learning. SSG meetings can be held as face-to-face meetings or via telephone.

Mandatory SSG meetings will be scheduled throughout the year - where possible classroom Teachers will be released from class duties for a day during these weeks to conduct these meetings.

The school will provide Personal Learning Plans (PLPs) using a standardised school format for all school aged students. Learning foci areas will be finalised from discussions and consensus during the Student Support Group (SSG) meeting with guiding consideration given to the student context as well as their strengths, interests and needs in addition to parent priorities. Communication is a mandatory area for all school aged students in addition to a transition learning focus for all students in the senior school. Learning foci will be derived from the Victorian Curriculum, and will be formulated using information from previous student reports, informal and formalised assessment results, information arising from transition documents and previous Personal Learning Plans (PLPs) if applicable.

SUNSMART POLICY

In sunny weather, and in particular during the summer months, the school encourages the use of SPF50 cream, and the wearing of a suitable hat to shade the skin adequately. Please remember that sunscreens are best applied as part of the early morning dressing routines. Class teachers are happy to supervise further applications before the luncheon recess on request.

Students are encouraged to wear hats at all times during terms 1 and 4. Please send students to school with an appropriate, named hat and labelled sunscreen during this period.

THERAPY SERVICES AND STAFF

School therapists support access to learning and the attainment of student learning goals.

Termly NDIS information exchange meetings are the primary means of contact between school based and external therapists. Specific paperwork and appointments are essential for attendance at these meetings.

TERM DATES 2021

Term 1	28 January – 1 April	(10 weeks)
Term 2	19 April – 25 June	(10 weeks)
Term 3	12 July – 17 September	(10 weeks)
Term 4	04 October – 17 December	(11 weeks)

TERM DATES 2022

Term 1	31 January – 08 April	(11 weeks)
Term 2	26 April – 24 June	(9 weeks)
Term 3	11 July – 16 September	(10 weeks)
Term 4	03 October – 20 December	(12 weeks)

Term Dates 2023

Term 1	30 January – 06 April	(11 weeks)
Term 2	24 April – 23 June	(09 weeks)
Term 3	10 July – 15 September	(10 weeks)
Term 4	02 October – 20 December	(12 weeks)

Term Dates 2024

Term 1	30 January – 28 March	(09 weeks)
Term 2	15 April – 28 June	(11 weeks)
Term 3	15 July – 20 September	(10 weeks)
Term 4	07 October – 20 December	(11 weeks)

Term Dates 2025

Term 1	29 January – 04 April	(10 weeks)
Term 2	22 April – 04 July	(11 weeks)
Term 3	21 July – 19 September	(09 weeks)
Term 4	06 October – 19 December	(11 weeks)

USEFUL CONTACTS

Association For Children With A Disability (ACD) Respite, equipment & general information	03 9880 7000
Amaze (formerly Autism Victoria) Support groups, information	03 9657 1600
Department Of Health & Human Services (Cheltenham)	03 8585 6000
Commonwealth Respite & Carelink Centre	1800 052 222 1800 059 059
Epilepsy Foundation	8809 0600
Holiday Programs – Contact local council	
MOIRA	03 8552 2222
Specialised Equipment Libraries:	
	Noah's Ark 1800 819 140
	Yooralla Equipment 03 8851 0831



BAYSIDE SDS

We welcome your enquiries

The following staff may be of assistance:

Principal	-	Mr Michael Pepprell
Assistant Principal	-	Mrs Tania Castro Millas
Business Manager	-	Mrs Christine Galati
Office Manager	-	Ms Cheryl Wade