

# A GUIDE FOR PARENTS/CARERS 2024



**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 ten 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/carers throughout the year.

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

### **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

Justin Walsh  
Principal

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## ABSENCES

In the event of a student being absent, parents/carers 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/carers 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 the student (e.g., for students in care) 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/carers 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 (29 January 2024) or the first day of term three (15 July 2024), 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 apply 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](http://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/carers:

- 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/carers 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/carers are expected to abide by any court orders at all times.

## **CUSTOMARY ANNUAL EVENTS**

Education Week  
End of Year Concert  
Fundraising Events  
Graduation (for students completing their final year of formal schooling)  
Simultaneous Story Time  
Parent/Carer Information Sessions  
Post-School Expo  
School Photos  
Special Event Days e.g., crazy hair/hat day, footy day  
Working Bees

## **HOME / SCHOOL COMMUNICATION**

Seesaw is used for day-to-day contact between parents/carers 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/Carers are encouraged to make regular entries on Seesaw 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/carers. 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](mailto:bayside.sds@education.vic.gov.au) – marked attention to the class teacher.

Teachers will provide a brief overview of your child's day, and a photo each fortnight. (Please note, families will receive a USB at end of the school year with an extensive photo collection featuring your child). Casual relief teachers will provide a general statement and individual reminders if required.

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. In the case of an emergency or change in your child's appointments/pick up late – please ring. Seesaw is checked before and after school.

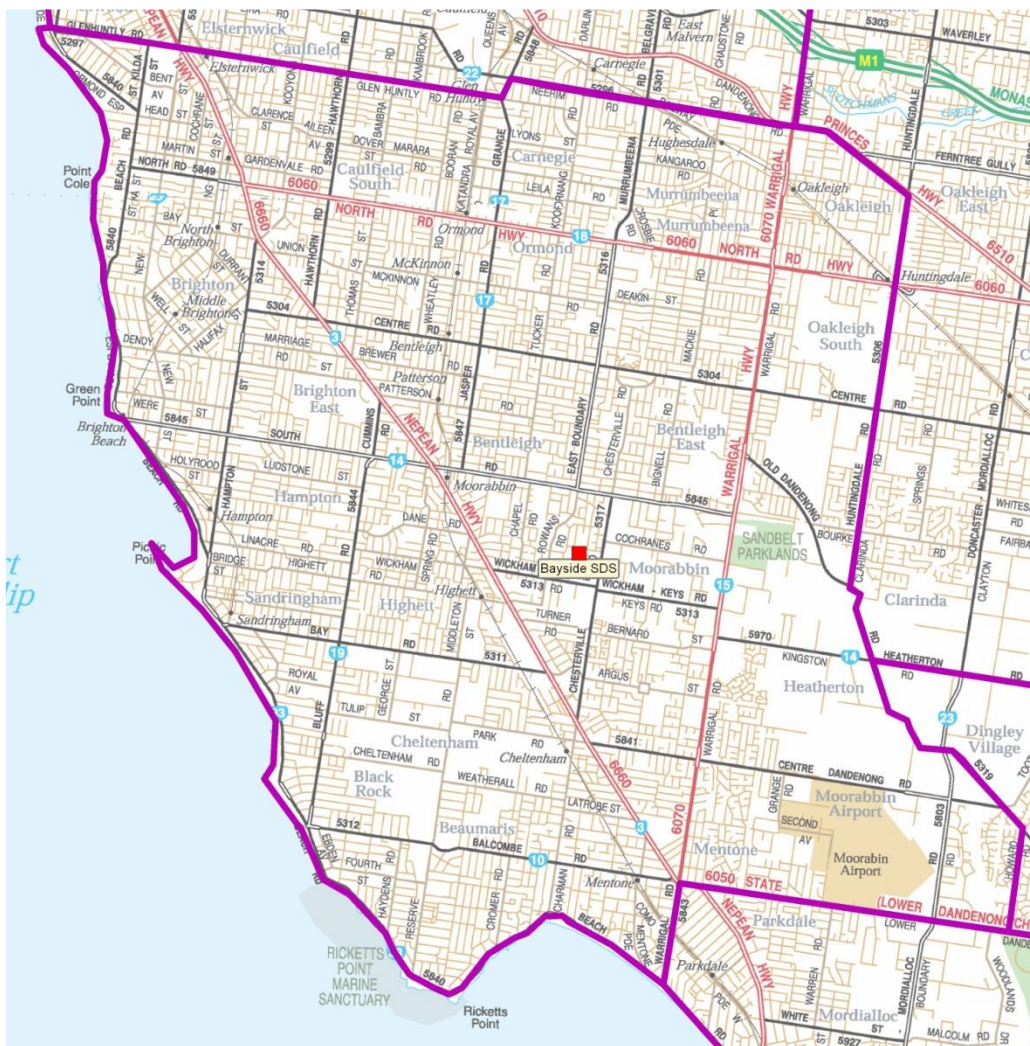
The 'Bayside Newsletter', our newsletter, is distributed fortnightly and provides an insight into class activities, school events, and information about programs of interest for parents/carers. Parents/Carers can request that the newsletter be sent electronically.

# DESIGNATED TRANSPORT ZONE

## BAYSIDE SPECIAL DEVELOPMENTAL SCHOOL ZONE FOR TRANSPORT

Address: 4 Genoa Street Moorabbin, Victoria 3189

(Melawi 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 2019 — Schedule 7

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

#### Regulation 111

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

- \* specified in column 3 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 2 of that Table; or
- \* specified in column 4 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 2 of that Table.

#### Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit [www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion)

Condition	Exclusion of Cases	Exclusion of Contacts
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.	
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness* *Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded

Condition	Exclusion of Cases	Exclusion of Contacts
( <i>Entamoeba histolytica</i> ), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.		
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 Chief Health Officer
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
Hand, Foot, and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	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)	Exclusion is not necessary	Not excluded

Condition	Exclusion of Cases	Exclusion of Contacts
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Meningitis (bacterial —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 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should

Condition	Exclusion of Cases	Exclusion of Contacts
	of a course of antibiotic treatment	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
Poliovirus infection	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
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
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 (excluding latent 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 Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

## **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/Carers 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/carers (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/carers 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/carers are advised that **soft drinks are not acceptable** except on designated party days. All rooms have access to a microwave oven and refrigerator.

Please provide a lunchbox and drink bottle, labelled, in containers that can be microwavable.

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. Medications are not to be transported with your child.

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/Carers 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, or are diagnosed with asthma, allergies, anaphylaxis, and epilepsy. Each year a request is made, and this essential information is kept on file for reference when required. It is vital that parents/carers 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/carers are requested to keep students who are obviously unwell (e.g., active respiratory virus, high temperature, vomiting, diarrhoea) at home. When a student presents with COVID-19 symptoms, parents/carers will be contacted to make arrangements to pick up the student as soon as possible.

It is vital that parents/carers 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/carers 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/carers must ensure that this is provided and replaced as required. Medication is to be given to the school by parents/carers. It is not to travel in a student's school bag on the bus.

## **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/Carers are asked to contribute to essential student learning and optional items, which 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/carers 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/carers. 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/carers will support the school's endeavours to provide quality educational and support programs for all students. The excellent response of parents/carers 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 2024 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/carers 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/carers 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 Newsletter' will keep you informed about forthcoming events. In addition, parent/carer support may be requested for specific activities, such as excursions and swimming.

## **PERSONAL PROPERTY**

Parents/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.

## **POST SCHOOL - Preparation Prior to Turning 18**

### **NDIS**

Parents are encouraged to talk to their NDIS local area coordinator to become an NDIS nominee. This process can take up to four months .

### **Disability Support Pension**

Once your child turns 16, they are eligible for the Disability Support Pension. Contact Centrelink. Prior to the age of 18, parents should confirm that they are Centrelink nominees. This should occur when you apply for the disability pension.

### **Transition Process Transition to Post-School Life**

From 2018, the responsibility for selecting suitable post-school providers passed to families. We encourage parents and guardians to start planning 2 – 3 years before their child graduates from school. A list of possible service providers can be found on the school website.

## **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 – Monday 29<sup>th</sup> January 2024 – Teachers / ES Staff return;

Day 2 – Wednesday 26<sup>th</sup> June 2024

Day 3 – Friday 30<sup>th</sup> August 2024

Day 4 – tbc



## **REPORTING TO PARENTS/CARERS**

The effective reporting of student and school achievements involves the development of a partnership between parents/carers 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
- Teacher records of student progress
- Informal information exchange

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

## **RESOURCES**

Parents/Carers 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 two 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/Carers, 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, which 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 nine 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. Supervision of students is not available before or after these times due to meetings/work. We encourage parents/carers to adhere to the attendance hours unless health needs prevent full-time attendance.



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

On the last day of terms 1, 2 and 3, 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/carers. 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/Carers 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/Carers 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. School uniform can be purchased online from PSW at [psw.com.au/parents](http://psw.com.au/parents) Select 'Create an account' and follow the prompts. Parents/Carers are requested to provide a spare set of clothes in the school bag. **\* Please label your child's clothing.**

## **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/Carers 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/carers 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/Carers 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 WebEx and telephone as required.

Mandatory SSG meetings will be scheduled throughout the year - where possible, classroom teachers will be released from class duties for the day to conduct these meetings.

The school will provide Individual Education Plans (IEPs) 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/carer 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 Individual Education Plans (IEPs) 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. Please advise if student has any allergies to cream, or alternatively bring their own to school.

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 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)

**Term Dates 2026**

Term 1	28 January – 02 April	(10 weeks)
Term 2	20 April – 19 June	(10 weeks)
Term 3	13 July – 18 September	(10 weeks)
Term 4	05 October – 18 December	(11 weeks)

**Term Dates 2027**

Term 1	28 January – 25 March	(09 weeks)
Term 2	12 April – 25 June	(11 weeks)
Term 3	12 July – 17 September	(10 weeks)
Term 4	04 October – 17 December	(11 weeks)

**Term Dates 2028**

Term 1	28 January – 31 March	(09 weeks)
Term 2	18 April – 30 June	(11 weeks)
Term 3	17 July – 22 September	(10 weeks)
Term 4	09 October – 21 December	(11 weeks)

**Term Dates 2029**

Term 1	30 January – 29 March	(09 weeks)
Term 2	16 April – 29 June	(10 weeks)
Term 3	16 July – 21 September	(10 weeks)
Term 4	08 October – 21 December	(11 weeks)

## USEFUL CONTACTS

Amaze (formerly Autism Victoria) Support groups, information		03 9657 1600
Association For Children With A Disability (ACD) Respite, equipment & general information		03 9880 7000
Careability (Respite & Holiday Programs)		0400 765 544
Commonwealth Respite & Carelink Centre		1800 052 222 1800 059 059
Department Of Families, Fairness & Housing – Disability Information Line		1800 783 783
Department of Health & Human Services	- Centrelink	132 468
	- NDIS Enquiries	1800 800 110
Epilepsy Foundation		03 8809 0600 1300 437 453
Holiday Programs – Contact local council		
MOiRA		03 8552 2222
Specialised Equipment Libraries:	Noah’s Ark	1800 819 140
	Yooralla Equipment	03 9666 4500
St Mary’s Health Services (Holiday & After School Programs)		9773 8234

### BAYSIDE SDS

We welcome your enquiries

The following staff may be of assistance:

<b>Principal</b>	-	<b>Mr Justin Walsh</b>
<b>Assistant Principal</b>	-	<b>Mrs Tania Castro Millas</b>
<b>Business Manager</b>	-	<b>Mrs Sally-ann Brooks</b>
<b>Office Manager</b>	-	<b>Ms Cheryl Wade</b>