



**Parent
Information Booklet
2019**



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INTRODUCTION TO OUR COLLEGE



Welcome to Peninsula Specialist College. If this is your first year as part of our College community then we offer you a warm welcome and trust that your connection with our College will be a positive one.

We strive for excellence and the best possible learning outcomes for our students. They are the most important people in our College.

I trust that this booklet provides you with the information you need. If you have any questions we are always willing to answer them for you. If you have feedback about this document or about our processes, we welcome you to contact us.

I know 2019 will be a great year for all in the College community.

Warm regards

Peter Koop

Principal

COLLEGE VISION

Peninsula Specialist College students will be happy, resilient and confident individuals who work towards optimal independence through lifelong learning.

They will be responsible, caring and respectful members of their community who acknowledge and respect cultural diversity.

Students will be positive role models who are engaged with the school and the wider community and will advocate for themselves utilising effective communication.

Peninsula Specialist College students and staff will take every opportunity to ensure the wellbeing, empowerment and safety of all.

COLLEGE VALUES

These values have been established as part of the implementation of School Wide Positive Behaviour Support into Peninsula Specialist College:

- Be a learner
- Be respectful
- Be safe
- Be responsible

COLLEGE PROFILE

Peninsula Specialist College is a dual mode College for students with Intellectual Disabilities. Students range in age from 5 years to 18 years. The College is situated near Dromana on the Mornington Peninsula in a purpose built facility. It has a current enrolment of 190 which is drawn from across the entire Southern Peninsula from Mornington to Portsea and across to Hastings, Flinders, Somers and Cape Schanck.

The College provides a specialized curriculum based on the Victorian Curriculum with a focus on Literacy, Numeracy, Social Skills and Inquiry Based Learning with all students having Individual Learning Plans.

The College is committed to providing a broad and stimulating curriculum. The College encourages students to develop their academic potential to its fullest, while simultaneously providing a range of social and life experiences within the College and wider community. Senior students also participate in applied learning programs. To cater for the wide diversity of the College population, programs have also been developed to facilitate self-esteem,

communication, positive behaviour, physical development, technology, social skills, independent living skills and vocational training.

The College provides a multi-disciplinary team approach with the support of a Physiotherapist, Speech Pathologist, Occupational Therapists, a Primary Welfare Officer, Koorie Support Teacher and a Science and Staff Professional Support teacher.

Our Specialist programs include: Physical Education, Art, Information Technology, Home Economics, Music, Science, Dance and Koorie Education.

Staffing

Peninsula Specialist College has a staff led by the Principal, Assistant Principals, Heads of Department, Learning Specialists, Classroom Teachers, Educational Support staff, Specialist Teachers, a Business Manager, office staff and buildings and grounds maintenance staff.

Students are further supported by specialist staff: Physiotherapist, Speech Pathologist, Occupational Therapist and a Primary Welfare Officer.

Curriculum

The curriculum that guides teacher planning and learning experiences is the Victorian Curriculum. At the end of each semester, student progress is formally documented and reported to parents/carers.

All students at Peninsula Specialist College have an Individual Learning Plan (ILP). This document contains measurable goals for each individual student. These goals are specifically designed and developed by teachers through the use of assessments and in consultation with the parents/carers, College staff, students and support personnel. Education teams work together to implement the ILP and constantly monitor and evaluate each student's progress.

ILP goals guide the direction of College academic and community-based programs for each student, to allow maximum learning in skill areas that include literacy and numeracy, life skills, communication skills, self care skills, fine and gross motor learning and preparation for a meaningful life after leaving College, including work, social relationships and leisure.

VCAL (Victorian Certificate of Applied Learning) and PCAL (Peninsula Certificate of Applied Learning) have been introduced into the upper secondary year levels to enable students to use applied learning strategies to develop functional life and work skills.

In addition to the Victorian Curriculum, programs have been implemented that are designed to develop students' personal and social competencies. The SoSafe program (protective behaviours) and the Engine Speed

program (self-regulation) are now implemented across the school to assist the students to support their own learning.

Students and staff at Peninsula Specialist College access a variety of off-campus environments to enhance the delivery of programs. These include community facilities such as sporting centres, work experience placements, cultural activities and other local Colleges, both Primary and Secondary.

Community Involvement

At Peninsula Specialist College we understand the importance of forming practical and positive relationships with parents/carers and community members. For this reason we provide many opportunities for contact with members of the College community. Please talk to your child's teacher first should you have any queries or concerns.

The College is well supported by a dedicated College Council to whom reports on all aspects of the College are made. The College has received financial support from several community organizations which has assisted to enhance the quality of resources and facilities used in the delivery of student programs.

Peninsula Specialist College serves the community by providing valuable work experience and training to students from various local secondary Colleges, workplaces, tertiary institutions and community training facilities.

GENERAL INFORMATION

Address: 25 Old White Hill Road
Dromana 3936

Phone: (03) 5987 2649 Fax: (03) 5981 4438

Email: peninsula.specialist.co@edumail.vic.gov.au

Web: www.peninsulaspecialist.vic.edu.au

Office Hours: 8.30am to 4.00pm Monday to Friday

Terms Dates for 2019

Term 1	Students: 30 th January – 5 th April
Term 2	Students: 23 rd April – 28 th June
Term 3	Students: 15 th July – 20 th September
Term 4	Students: 7 th October– 20 th December

Public Holidays 2019

Labour Day	Monday 11 th March
Good Friday	Friday 19 th April
Easter Monday	Monday 22 nd April
ANZAC Day Holiday	Thursday 25 th April
Queen's Birthday	Monday 10 th June
AFL Final Holiday	Friday 27 th September
Melbourne Cup Day	Tuesday 5 th November

NB: One Student Free Day has been allocated as the first day for Term 1. The dates of the student free day in Terms 2, 3, 4 will be confirmed during the year. Students are not to attend on these days.

Whole College Information

1. Absences

If your child is absent from the College for any reason please notify the College office as soon as possible. This may be via a phone call to the office 5987 2649 after 8.30am or a note to the class teacher on the following day. Please include the reason for the absence, eg. illness, medical appointments etc. If your child travels by bus, please notify the bus also. If your child is absent on any day and you do not let the school know you will be contacted. Parents are asked to complete these and return to the office as soon as possible.

2. Accidents or sickness at College

Parents/carers are advised to keep a child who is unwell at home. Where it is considered that a child is unfit to be at College, the parents/carers will be contacted by either the school first aid staff or the classroom teacher to request the student be collected to go home to recuperate. Please note that students are excluded from College for certain illnesses eg. Chicken Pox, Head Lice (until treated). Please see exclusion list included in this handbook for further information.

If an accident occurs, first aid will be administered and the parents will be notified. If the accident is serious or any head injury occurs, parents/carers will be contacted immediately and further action will be discussed. An ambulance will be called if necessary.

Parents/carers are requested to ensure that all contact phone numbers are current in case of an emergency. Please ensure you are contactable on the number you have provided should the school need to contact you.

3. Appointments

Parents are invited to make an appointment to see relevant College staff at an appropriate time to discuss issues pertaining to your child, outside of class time if with the class teacher. Timely notice is desirable to ensure that necessary arrangements are able to be made. We are confident that parents understand we do not interrupt classroom teaching time.

4. Assembly

A whole College assembly is held every Monday morning. The program includes the National Anthem, Acknowledgment of Country, student achievement notices and any announcements of special events to be held during the week. Parents are welcome to attend all assemblies and College events. These will be advertised in the College fortnightly newsletter.

5. Beginning of Year Checklist

Parent Information Forms will be sent home at the beginning of the year to be returned within the week. Parents are requested to update the following information:

- update contact information
- update medical information including, asthma/anaphylaxis/allergy/epilepsy plans, medication details as per student health plan
- school activities permission form (green)
- travel arrangement form for contract bus service

6. Buses

Any alterations to bus travel can **only** be made through the College Transport Coordinator, Vern Cribb (Assistant Principal). Please contact Vern Cribb, to discuss these changes. One week's notice is required for requests to changes of pick up and drop off arrangements.

Notify the College immediately of any daily changes/absences to transport arrangements, also notify the bus directly. Any other information about your child is not to be relayed through the bus personnel, but directly to the College by the parent.

Crib Point Bus:	0418 352 633
Hastings Bus:	0458 335 681
Mornington Bus:	0400 859 762
Rosebud McCrae Bus:	0417 581 002
Sorrento Rosebud Bus:	0400 878 944

7. Camps

During the year some groups may participate in camps in an external environment. If your child is involved in a camp, you will be notified by the class teacher who will outline the time, itinerary, transport, special requirements and the cost.

8. Car Parking

All drivers are to demonstrate extreme caution when arriving or departing at the same time as the school buses. **In the interests of safety, drivers are asked to drive at walking pace only at all times.** Please note parts of the car park are blocked off during these times as a safety measure. A number of car parks have been provided in the main school car park for parent parking. These spots are designated by yellow lines. **All parents are to follow the directions of school staff at all times.**

9. Change of clothes

All parents, especially those of Primary aged students, are asked to send in a complete change of clothes to be kept in the child's classroom in case of emergency. Spare changes of clothes will not be provided by the College.

10. College Values

Peninsula Specialist College is implementing School Wide Positive Behaviour Support (SWPBS) across the school. These values reflect the positive behaviours that the school community now follows.

- Be a learner
- Be respectful
- Be safe
- Be responsible

These values apply to behaviours in the classroom, playground and in the community. They are implemented and expected of all students across the school.

Students and staff also focus on social skills as outlined in the 'You Can Do It Program' and College values through discussion and these are always presented in a positive and supportive way. The College values will be

discussed with every parent/carer at Student Support Group meetings every year.

We ask all parents to model and insist upon these values when dealing with all members of our school community.

11. Communication

Communication between College and parents/carers is extremely important and highly valued. Please remember the class teacher is your first point of contact. Regular classroom communication is encouraged and is complemented by the following more formal methods of communication.

- Student communication books
- Newsletters published termly on the school website
- Parent information meetings
- College Council meetings
- Student Support Group Meetings (SSG)
- College Website: www.peninsulaspecialist.vic.edu.au

Please ensure changes of phone numbers, address, emergency contacts or guardianship are communicated to the College promptly.

At all times, telephone communication with College staff should be made via the College's main number. It is not appropriate for staff to communicate with parents/carers from their home, personal mobile phone numbers, via text messages or personal email and this is not permitted.

Parents can contact the College at any time using the College email address, peninsula.specialist.co@edumail.vic.gov.au, this mail box is checked daily.

12. Community access learning programs

It is important that students are able to transfer knowledge and skills learned within the classroom and College setting into the wider community. Consequently, students will be involved in a variety of community access learning programs throughout the year. These will be linked to ILP /curriculum goals and are designed to complement activities and programs introduced at College. These programs will be discussed with parents through the communication book, notes to parents and at SSG meetings. These programs are carefully planned by teachers and must have prior approval of the Principal. Planning covers all community access learning programs that occur within the College day during the hours of 9.00am and 3.00pm, except in the case of a College camp, or other such alternative activity, which must have prior approval by the Principal.

13. Contact details

Please notify the College immediately of any changes to telephone or address details.

14. Custody arrangements

It is important that the Principal be informed immediately if there are changes to care arrangements. A court order must be presented if access restrictions apply to a parent. All College permission forms for enrolments, College activities etc must be signed by the legal parent or guardian.

15. Emergencies

In the case of a whole College emergency we have a strict Emergency Management process in place in accordance with DET guidelines. All students will be kept safe as per the College Emergency Management Plan. At **no** time during an emergency are parents to come into the College or classrooms. Parents will be contacted at the end of an emergency should this be necessary, and appropriate arrangements will be followed as outlined in the Emergency Management Plan.

16. Exclusion table for infectious 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
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until a 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
<i>Haemophilus influenzae</i> 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	Not excluded

	covered by a dressing, where possible	
Human immunodeficiency virus (HIV) infection	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
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 normal human immunoglobulin within 6 days 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 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
Rubella* (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash	Not excluded
<i>Salmonella</i> or <i>Shigella</i> infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe acute respiratory syndrome (SARS)	Exclude until a 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 feels well	Not excluded
Tuberculosis	Exclude until a medical certificate is received 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>E. 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

17. Excursions

During the year students may participate in out of school excursions. Permission forms (printed on green paper) with excursion details will be sent home for each excursion. Parents are requested to sign these forms and return them, with money in a labelled envelope if required. These permission forms must be returned to enable your child to attend the excursion.

18. Head Lice (Pediculosis)

To minimise student spread of Head Lice, it is advisable to check hair weekly. If lice are discovered please notify the College. If the College

discovers Head Lice, the parents/carers will be contacted to enable them to take the child home to commence appropriate treatment. Students will then be readmitted to College **the day after** appropriate treatment has commenced.

19. ILP's / Reports

Through the Student Support Group meeting, parents/carers will contribute to the development of their child's Individual Learning Plan (ILP) in conjunction with the class teacher and other personnel working with the student. These meetings will be used to help determine the priority goals for the students over the coming year. The completed ILPs are sent home at the end of Term 1 and College Reports are sent home at the end of Terms 2 and 4.

20. Lost Property

If each student has all belongings clearly marked, the return of lost property is made easier. Every effort will be made to locate any property that has been lost.

21. Lunches/ Morning tea snack

Parents are encouraged to provide a daily healthy morning tea snack, lunch and drink. During Student Support Group meetings plans will be put in place to assist students to learn appropriate eating behaviours and parents will work with teachers to provide healthy food and drinks their child enjoys. Water is available to students during the day. Soft drinks are discouraged due to their high sugar content.

22. Medication

If students require medication at the College, medication must be sent with a pharmacy label with student name, correct dosage and Pharmacists' instructions to the office. It will be kept in a secure location and then administered by a first aid officer at the specified time. The College will request correct up-dated medical information from parents throughout the year. It is a legal requirement that the necessary forms (Medication Authority Form) are accurately completed and promptly returned to College. No medication can be administered without this form.

If students are to be given Paracetamol or other pain relief on a needs basis, parents/carers will also need to complete the forms as above. It must be in its original medication box and labelled with the student's name and correct dosage. Before administering this, on any occasion, the College will again seek parent/carer permission by phone. These processes must be in place to allow these to be given.

Immediately notify the school office if there are any health/medication changes and a new medication authority form must be completed.

23. Money collection

All money for class activities will be sent to the class teacher in envelopes provided. Please note: The College does not keep any money on the premises so correct change is required. EFTPOS is available at the College. Credit card payments can also be made over the phone. Financial statements for families will be sent home to parents during Terms 2 and 4. These will advise parents of any outstanding charges. For payment plan options or queries please contact the school office.

24. Sunsmart Behaviours

Sunsmart behaviours are encouraged at all times.

During terms one and four all students are encouraged to wear hats during all outdoor activities.

Should parents wish their child to use sunscreen during the day, this should be sent to College with the student in a container that is labeled with the child's name.

Permission must be given for staff to assist/encourage students to apply sunscreen. These forms will be provided at the commencement of each year.

25. Student Arrivals and Departures

All students are checked off on a roll upon arrival and departure. Student arrival time is 9.00am. Students arrive via the gate next to the administration building. Student departure time is 3pm. Students who travel to/from College regularly by private car are required to sign in and out at the office. Arrival and departure of any student outside of these times requires the parent/carer to sign the students in/out at the office. A staff

member will escort students to and from their classroom. Parents **are not** to leave the office area. Parents are reminded to drive at walking pace within the carpark of the school at all times.

Early Student Arrival: Please note, **no** supervision is provided for students before 8.45am. Any other arrangements must be approved by the Principal only.

Late Student Departure: Students must be collected from the school no later than 3.15pm.

26. Student Support

We seek the support of parents to encourage students to make good choices and to be responsible for their own actions.

Individual strategies are designed and implemented to reduce inappropriate behaviours and to teach alternative behaviours within a consistent whole College values approach. Individual needs of students will determine the most appropriate management strategies to be used.

At all times students are expected to abide by the College values and to:

- a. Respect the safety of all students, staff and property.
- b. Show respect, both verbally and physically, to all members of the College community.

All staff, with the support of the College leadership, continually encourage student achievement and positive behaviours through the use of awards, prizes and recognition.

For students who require additional behaviour support a formal plan of intervention that is in line with the Student Engagement Policy, will be prepared by classroom teachers in conjunction with parents/carers and other support personnel.

The College values, which are taught in every classroom, will be provided to all parents at any time it is requested by parents/carers. They are also available on the College website.

27. Toileting procedures

During Student Support Group meetings a toileting program tailored to suit your child will be devised by parents and staff (if necessary). Parents of students who require continence aids will supply nappies etc. for College use. We provide wipes and other washing requirements as necessary. Our College requests that students (particularly younger students) have a change of clothes in their schoolbag for emergency situations. These will then be stored in the students' classroom.

28. Uniforms

There is an expectation that all students will wear school uniform. The uniform list and prices are available through the general office or on the website. Orders are made through the company Peninsula Uniforms and Embroidery, Carrum Downs, ph 9775 1777.