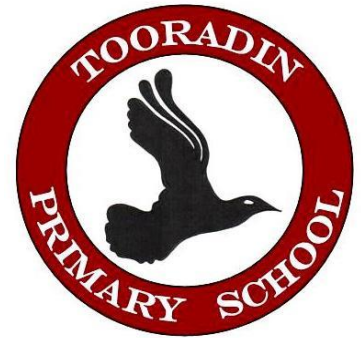


TEAMWORK
RESPONSIBILITY
RESPECT
CARE



INFORMATION BOOKLET

*Tooradin Primary School encourages an environment that fosters
and instils life-long values.*

*Our shared values demonstrate our emphasis on a child focused
learning environment.*

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OUR PHILOSOPHY (PRINCIPAL'S MESSAGE)

For many, you are experiencing your first child beginning at school. At Tooradin Primary School, we believe that every child is unique and capable of achieving their full potential in a safe, inclusive, and nurturing environment. Our school is committed to fostering a love of learning, building strong foundations in literacy and numeracy, and developing critical thinking, creativity, and resilience in every student.

We value strong partnerships between students, families, staff, and the wider community. Together, we create a supportive culture that promotes respect, responsibility, and empathy, preparing students to be active and thoughtful citizens.

Through engaging, evidence-based teaching practices and a focus on the whole child, we aim to empower our students to become lifelong learners who are confident, curious, and ready to embrace the challenges of an ever-changing world.

At Tooradin Primary School, we grow together, learn together, and succeed together.

Our School Strategic Plan emphasises learning activities in the three domains of Victorian Curriculum, Physical, Personal and Social Learning (P.E, Civics and Citizenship), Discipline Based Learning (Humanities, English, Maths, Science and The Arts), Interdisciplinary Learning (Digitech). We are also able to offer challenging and exciting programs to complement studies in these areas. Programs include art, choir, HPV, dance, and some drama. Camping programs are provided in years 3/4 and 5/6. We also offer specialised Tutoring for children to support them in further developing their reading skills, and integration of children with disabilities and those requiring special assistance.

If you would like to know more about our school or if you have any questions, please do not hesitate to contact me, or contact the school office to arrange a visit (when this is possible). We look forward to working with you.

Mrs Jess Szalek, Principal.

SCHOOL PROFILE

VISION STATEMENT:

In partnership with its community, Tooradin Primary School provides students the opportunity to develop academic and life skills.

MISSION STATEMENT:

We believe that every student can and will learn.

VALUES:

The school encourages an environment that fosters and instils life-long values. Our shared values demonstrate our emphasis on a child focused learning environment.

TEAMWORK
RESPONSIBILITY
RESPECT
CARE

INTRODUCTION

Tooradin Primary School is located just off the South Gippsland Highway, in a rural area 17km southwest of Cranbourne and 70 kilometres south-east of Melbourne. It is one of the only townships located on Westernport Bay in the City of Casey. Long considered a coastal village, in the last few years there has been an increased availability of housing and is seen as an area for potential growth and development. A small housing estate in Tooradin has steadily grown since 2004. The school was originally located on Sawtell's Inlet in 1875. From 1979 to 2001, the school operated from relocatable buildings on its present site. In 2000 funding for a permanent school was offered in two stages. Stage 1 commenced in 2001 and Stage two in 2003.

Tooradin Primary School commenced the 2004 school year in its permanent building with 8 classrooms, art room, library, administration, and multipurpose area with canteen facilities. We also retained several relocatable buildings.

In 2010 the Federal Government through "Building the Education Revolution" built a multi-purpose building. This is now used for Art, Band/ Choir, and our purpose-built kitchen currently utilised by classrooms termly and weekly for our breakfast club.

In 2014 buildings were relocated to enable a 1/2 learning centre consisting of four classrooms that were joined with a central gallery area. The school also purchased another relocatable to be used as a multipurpose room, and this is currently the home of our OSHC Before and After School Care program.

The student population is mainly drawn from four coastal villages on Westernport Bay - Tooradin, Blind Bight, Warneet and Cannon's Creek. Eligible students travel to school by bus. There are three different bus routes travelling from Warneet, Blind Bight and Cannons Creek.

In 2025 we have 14 classrooms, specialist teachers in Italian, PE, DigiTech and Art, Tutoring, a business manager, administrative officer and 9 Education Support staff.

Our unique "Learning Links" program runs in Term 4 for our future prep students encouraging them to gain confidence and connection with our school environment. We have a total of 30 staff. Our current enrolment is 282 students.

DIRECTORY

LOCATION

Bayview Road
Tooradin, 3980

TELEPHONE

(03) 5998 3321 or (03) 5998 3477

EMAIL

tooradin.ps@education.vic.gov.au

WEBPAGE

www.tooradin.vic.edu.au

PRINCIPAL

Mrs Jess Szalek

ASSISTANT PRINCIPAL

Mrs Kylie Thomson

ADMINISTRATION STAFF

Mrs. Cheryl Masterton
&
Mrs Elana Heitmann

<u>TERM DATES 2025</u>		<u>TERM DATES 2026</u>	
Term 1	January 29th – April 4th	Term 1	January 28th – April 2nd
Term 2	April 22nd – July 4th	Term 2	April 20th – June 26th
Term 3	July 21st – September 19th	Term 3	July 13th – September 18th
Term 4	October 6th – December 19th	Term 4	October 5th – December 18th
<u>PUBLIC HOLIDAYS</u>		<u>PUBLIC HOLIDAYS</u>	
Australia Day	January 26 th	Australia Day	January 26 th
Labour Day	March 10 th	Labour Day	March 9 th
Good Friday	April 18 th	Good Friday	April 3 rd
Easter Monday	April 21st	Easter Monday	April 6 th
Anzac Day	April 25 th	Anzac Day	April 25 th
King’s Birthday	June 9 th	King’s Birthday	June 8 th
AFL Grand Final	September 26 th	AFL Grand Final (TBC)	September 25 th
Melbourne Cup Day	November 4 th	Melbourne Cup Day	November 3 rd

CURRICULUM DAYS – PROFESSIONAL DEVELOPMENT

The first day of each school year is set aside by DET (Department of Education) for each school as a Curriculum Day. There are then four remaining days as designated by Tooradin Primary School for Curriculum Development of School Programs and Staff Professional Development. These days are well published in advance.

Children do not attend school on these days. You will receive adequate notice of these dates. Our Out of School Hours Care (OSHC) operates on Curriculum Days.

SCHOOL HOURS

Normal school hours for all children are: -

8.50 a.m. – 3.30 p.m. Monday to Friday Bag bell sounds at 8.50am for students to enter class

Staff work hours are 8.30 – 4.30pm (Monday-Tuesday), 8.30 – 3.45pm (Wednesday -Friday) if you need to communicate or meet with them.

HOURS FOR PREP CHILDREN

Prep children will attend normal school hours, 8.50 am – 3.30 pm.

Prep students have the first four Wednesdays off during Term 1, 2026 to assist with scheduled Literacy and Numeracy assessments.

PREPARING YOUR CHILD FOR SCHOOL

The start of school is an important part of your child's life. Their first experiences are most important as they influence children's attitudes for years to come.

At school the Prep child confronts a whole new set of experiences. Each child will need to make many adjustments, and you can help your child through this challenging period by making sensible, thoughtful preparations.

In preparation for school Tooradin Primary School offers:

- Pre-prep program for 2 ½ hours per week during Term 4 (Learning Links).
- Pre-prep Story Time program with future Prep students in Term 3.

However, once school life begins both parents and teachers share the responsibility for the child's continuing development and work together in many ways to make the child's school days secure, happy, and full of interest.

The information in this booklet is designed to assist your preparation for your child's entry into school life. Our aim is to ensure that the challenges and problems that confront all beginners are met and overcome with a minimum of stress and a maximum sense of achievement.

PREPARING YOURSELF

- Be aware that you are an important role model. Your child's attitudes and responses will be influenced by your attitudes and conversations. Please avoid making casual remarks in your child's hearing which may adversely affect their anticipation of school.
- Let your child see that you expect him/her to be happy at school. Do not make too much fuss and he/she will accept school as a matter of course.

PREPARING YOUR CHILD - SAFETY

The school's program will help to develop safety habits in your child. However, for his/her safety, and for the welfare of others, you should give him/her the following preparatory training: -

- Know their full name, address and if possible, phone number.
- If your child is going to walk to school, practise the route to be taken prior to the commencement of the school year – teach and practise road safety procedures e.g., how to stop, look, listen at the kerb, not crossing from behind parked cars, etc.
- How to use the school crossing correctly.
- How to get on/off the school bus safely, and crossroads when necessary.
- Warn him/her about strangers.
- Not to bring any articles which may cause harm to them or others.

Private property brought to school by students is not insured nor is the Department of Education responsible for any loss. This includes personal property, money, electronic devices, and bicycles to name a few.

PERSONAL DEVELOPMENT

- Make sure that your child is accustomed to spending time away from Mum and/or Dad; otherwise, this sudden separation may be confusing or difficult.
- Have several “practise” school lunches with your child at home. Children need practice in handling a lunchbox successfully and how to tidy up afterwards. Please ensure that snack is wrapped separately. This will also help parents to understand how much they may need for the day. Please provide and encourage healthy eating options and drinking water.
- Develop your child’s independence with dressing themselves and preferably send them in shoes that they can do up and undo independently.
- Ensure your child’s confidence using toilets.
- Stress the importance of washing hands after visiting the toilets.
- Ensure he/she can use a tissue or handkerchief properly and the importance of coughing into their elbow when coughing or sneezing.
- Stress the importance of listening carefully, speaking clearly and politely, and following instructions in a timely manner,
- Teach him/her to be courteous and considerate of others.
- Ensure that all your child’s school clothing and possessions are clearly labelled with his/her name and if possible, teach your child to recognise their name on these items.
- Please keep special or valuable toys at home as they can easily get lost or damaged.
- Have a reasonable, regular bedtime for your child so that he/she is ready for school the next day. Lay out their uniform the night before school to help with a calm start to the morning.
- Be up early enough to give him/her a calm ordered start to the day. A good breakfast is essential to staying power and concentration through the morning.

ON ARRIVAL (REQUIRMENTS)

On your child’s arrival at school on his/her first day he/she will be required to bring with him/her the following belongings: -

- A school bag large enough to accommodate a school reader bag. (For good posture a backpack is preferable).
- A change of clothes, including underwear & socks (in a plastic bag clearly named).
- A piece of fruit, healthy snack, lunch, and a drink bottle containing water. Lollies, chocolate, and chips are discouraged as they don’t contain the sustained energy that will help your child to maximise their learning. Recyclable containers are preferable as this reduces landfill rubbish.

FURTHER INFORMATION

LUNCH ORDERS

Lunch orders are ordered on Qkr every Monday and Friday morning before 8:30am. Ordering is quick and simple on the Qkr app and please remember to select the correct date carefully.

Snack orders delivered to classrooms at 10.50am.

Lunch is delivered to classrooms at 12.30 p.m.

NB. A list of prices and items is available from the office. You will be notified of any price changes throughout the year as they occur.

If a child forgets his/her lunch the school office will supply a basic snack or lunch option.

FRUIT SNACK

At approximately 10.00 am all children are allowed to have a snack comprising of such items as a piece of fruit, dried fruit or some cheese but never chips or lollies.

WATER BOTTLES

Children are required to bring a water bottle each day to stay hydrated. Only water is to be used in the water bottle, and we ask that you label it with your child's name.

BELL TIMES

8.50 a.m.	Bag bell
9.00 a.m.	School Learning session begins
11.00 a.m.	Morning Recess
11.30 a.m.	Learning session begins
12.30 – 12.45 p.m.	Lunch eaten in classroom
12.45 – 1.45 p.m.	Learning session begins
1.45 -2.30 p.m.	Outside lunch play
2.30 pm	Learning session begins
3.20pm	Bus travellers (Warneet Bus) called to the bus bay
3.30 p.m.	Home time

SCHOOL BUS

Children who travel to and from school by bus will assemble in the bus foyer after school dismissal. The teacher on bus duty takes children to their buses. For children who are regular bus travellers a note must be written to the school indicating they will not be using the bus on a given day, or a phone call to the office. Any changes to normal travel must have prior permission from the bus co-ordinator. If collecting your child early, please let the bus co-ordinator know that your child will not be on the bus.

Bus travel is not an automatic right and pupils are made aware that inappropriate behaviour on buses may lead to exclusion from the bus. To be eligible for bus travel you must live at least 4.8 kms from the school you are zoned for (Please see <https://www.findmyschool.vic.gov.au/>). Please see our Bus Coordinator if you have any questions.

BOOK CLUB

Scholastic operates a Book Club from which children may purchase books. Information brochures are distributed at intervals throughout the year.

LOST PROPERTY

As mentioned, it is important that all items of clothing are clearly labelled. Make sure that all articles worn to school are brought home each day. Items of clothing not labelled are placed in the office.

EXCURSIONS

Each Grade has several excursions during the year. These are held for specific educational purposes and all children are expected to attend. Plenty of time will be given notifying you of such activities. It is very important that permission be given via Compass promptly. If you have difficulty paying for an excursion, please contact the office.

IN-SCHOOL EDUCATIONAL ACTIVITIES (INCURSIONS)

As well as excursions, there are usually a few activities per year for the children to participate in that visit the school. These range from drama groups, storytellers, and performers to sports programs, etc.

MONEY

Tooradin Primary School uses Compass as our primary payment option, direct debit and occasionally Qkr (an online payment app) which is used for ordering food choices (e.g., canteen and other special events). Parents will be given further details prior to the commencement of the school year.

BICYCLES AND SCOOTERS

Children may ride bikes and scooters to and from school. **Wearing a safety helmet is compulsory.** These are housed in a bike shed, which is closed throughout the day. No responsibility is accepted for theft or vandalism. Students are required to walk their bike or scooter in school grounds to ensure the safety of all students.

PARENT HELPERS

We welcome parents to become actively involved in the life of the school. Parents are asked to apply for a Working with Children Check and bring your card into the school office to be sighted and photocopied for our files. You can apply online for a Working with Children's Check at <https://www.workingwithchildren.vic.gov.au/>

Some ways that parents currently help us directly in school programs include Perpetual Motor Program, reading, excursions, sports days and our kitchen/ gardening classes. A Parent Helper's Induction session is held at the beginning of the school year to assist parents to understand our school expectations and routines. If you are interested in helping, please see your child's classroom teacher and allow a few weeks for your Working with Childrens Check card to be processed and approved.

REMOTE LEARNING

If we are directed by the Department of Education to return to Remote Learning Tooradin Primary School operates through Microsoft TEAMS for daily Teaching and Learning. Information will be forwarded to families at this time to fully explain setting up this mode of learning and the expectations and procedures involved.

COMPASS

We use COMPASS as our primary platform for managing communication, payments, reporting and school attendance data. You will be sent your unique Compass code to assist you to sign up and receive up to date information and notifications.

NEWSLETTER

Throughout the year a school Newsletter is printed/ uploaded to the school website and distributed every Friday to families via Compass. This is the key means of communicating news of events and information to parents/carers, so it is a vitally important publication.

SCHOOL UNIFORM

The school utilises an online uniform shop to ensure the lowest price for parents. It also ensures consistent school colours and styles.

- a) The uniform is practical, neat, and attractive.
- b) It avoids the need to wear other everyday clothing and in the long run is less expensive.
- c) It encourages the wearer to identify with the school, to feel as though he/she belongs.
- d) It greatly increases children's safety on an excursion as they are more readily seen.

NOTE: Items of school clothing may be purchased online at www.aplusschoolwear.com.au and are delivered weekly to school once payment is received. The wearing of approved school hats is compulsory from September 1st to April 30th

OSHC (Out of School Hours Care)

Our School offers a before, after school and vacation care through TheirCare. If you are interested, please contact TheirCare on ph.: 1300 072 410.

PARENT-TEACHER PARTNERSHIPS

It is important to establish and maintain a co-operative parent-teacher communication. Toward this end, we aim for you and your child's teacher to work together for your child's future and that his/her days will be happy and successful.

During the year, special arrangements will be made for personal parent-teacher interviews. Their purpose is to assist the exchange of information between the home and the school.

If at any time you have any concerns affecting your child, contact us promptly and have a chat about them. Parents are welcome to contact staff by calling the school office to make an appointment to discuss your child's progress. Appointments can also be made with the Principal or Assistant Principal (Wellbeing) as needed. They are readily available to help students and their families or can provide access to a range of specialist services.

CHILD HEALTH & WELLBEING

CHILD SAFE STANDARDS

Tooradin Primary School implements the Child Safe Standards to ensure the safety and wellbeing of all students at the school and promote an organisational culture that manages the risk of child abuse and neglect. Our school has developed policies and procedures that aim to keep all children safe.

MEDICAL HISTORY

At all times, your child's class teacher is working with you in the best interests of your child. Please ensure that you inform the teacher of any illness, emotional stress or worries that your child may have in order that due consideration may be given. Such information will be regarded as confidential.

ASSISTANT PRINCIPAL

Tooradin Primary School values the health and wellbeing of all students, their families, and staff within our school. Our Assistant Principal (Wellbeing) over sees the wellbeing of all these parties and works with classes, small groups, and individuals to promote the awareness of each student's responsibility in creating a safe and engaging learning environment and to develop positive social interactions. The Wellbeing Coordinator also supports students who require assistance from specialist services and works with teachers and families to create an environment that nurtures each child's development.

ABSENTEE NOTICE

In the event of your child being absent from school please notify the school via Compass, by phone or send a note on your child's return giving details of the cause of absence. If your child is to be absent for an extended period, it is required that you contact the school and inform them of the circumstances to alleviate any cause for concern or organise an Education Plan to assist students to maintain their learning.

LATE PASS

If your child arrives at school after the bell at 9.00 a.m., they are required to go to the office for a late pass from the COMPASS kiosk.

SCHOOL VISITORS

In the interests of the students' safety the school has developed a policy regarding visitors to the school. **ALL** visitors and parent helpers are directed to the Compass sign-in kiosk at the office and will be issued with a Visitors Pass.

LEAVING EARLY

We ask that any person collecting a child early please go first to the office, sign their child out the COMPASS kiosk and then take the COMPASS slip to the class teacher.

EMERGENCY INFORMATION

Individual information sheets are kept at the school in case of accident. If a serious accident should occur, we endeavour to contact the parents before seeking medical assistance. This is not always possible. Any decision made regarding treatment of your child will be with the intention of performing our duties in the child's best interest. **PLEASE KEEP THE SCHOOL INFORMED OF ANY CHANGE OF ADDRESS, CHANGE OF TELEPHONE NUMBER (EITHER PRIVATE OR BUSINESS) SO THE SCHOOL HAS A POINT OF CONTACT.** Remember, that it is extremely important that each child has an up-to-date information sheet at the office in case of accident or illness.

ASTHMA CARE

The Department of Education has a policy for the management of asthmatic children in schools. Asthmatic students should have the appropriate medication required. This medication is kept in the school sick bay. A current, signed Asthma Management Plan is essential and is to be filed at school.

ANAPHYLAXIS

It is a requirement of DET that students who have been diagnosed with anaphylaxis carry an EpiPen (or as directed by the doctor) and school is informed of their specific allergies. Information from the student's doctor must be supplied for a specific Anaphylaxis Management Plan. EpiPens are stored in the school sickbay. A current, signed Anaphylaxis Management Plan is essential and is to be filed at school.

MEDICATION

The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention are always given to the extent considered appropriate. We ensure that our teachers have access to annual first aid training.

Many children attending school need regular medication to control illnesses such as asthma, hay fever, epilepsy etc. Parents whose children have such needs should firstly discuss the matter with the School Principal or office, then acquaint the class teacher with full details.

Children may require medication in the form of tablets or medicines from time to time for a medical condition. Parents should bring these to the school office and complete the appropriate medication form, which will include details of the child's name, dosage, and time the dose is to be given. All medicines should be supplied in a suitable container, clearly marked with the child's name and grade on them and be within the use by date.

IMMUNISATION CERTIFICATE

All Preps starting school require an Immunisation Certificate, which is obtainable from Medicare. Please provide the certificate with your student enrolment documentation.

SCHOOL COUNCIL

This body is comprised of the School Principal, 3 staff members, 8 parents and 1 member from the community. School Council meetings are held twice a term and play an important role in the overall educational direction of the school.

If you wish to become involved with the school and its Council and feel you would like to know more of the functions and responsibilities of this body, you should contact the School Principal.

The school can also put you in contact with the School Council President if you feel you would like to discuss the matters with another parent.

SCHOOL CONTRIBUTIONS

Tooradin Primary School accepts voluntary Parents Contributions that support the school. This voluntary contribution covers the cost of exercise books, photocopying, classroom materials and any additional curriculum costs. Parents are only asked to provide a minimum amount of stationery for their children.

UNIFORM & APPEARANCE POLICY



PURPOSE

A Uniform and Appearance Code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, health and safety, and expense are also factors that contribute to the establishment of the Student Uniform and Appearance Code.

This Student Uniform and Appearance Code sets out Tooradin Primary School Council's expectations with regard to student appearance and applies during school hours (in and out of school) and when students are engaged in school activities out of school hours. The Tooradin Primary School Council, in close consultation with the school community, has developed the Student Uniform Dress Code.

SCOPE

This uniform policy applies to all students and families

POLICY

Description of the Dress Code:

The Student Uniform and Appearance Code will apply uniformly to all students (except for the exceptions allowed for, as listed overleaf). In developing the Student Dress/Appearance Code, the School Council has ensured that the code allows all students to participate actively and safely in school life.

For the above reasons, the School Council has decided that all students attending Tooradin Primary School will wear clothing in a style and colours, which are in keeping with the school uniform. The school uniform is supplied by our original uniform supplier and consists of the following range of items:

Clothing:

- Rugby shorts, bottle green, not cargo shorts
- Polo shirt, red, striped collar, with school logo (available in short and long sleeves)
- Plain fleecy track suit pants, dark bottle green, not cargo pants
- Bomber jacket, dark bottle green, striped band with school logo
- Windcheater, dark bottle green with school logo
- Compulsory hat, dark bottle green, wide-brimmed with school logo
- Summer dress – green and white check
- Tartan tunic/skirt (with bottle green tights and a white skivvy in winter)
- Bottle green skorts
- Dark bottle green bootleg pants
- Bottle green raincoat
- Bottle green school bag with logo
- Netball skirts are not allowed (straight OR pleated). Leggings are not allowed.

School uniform must have the school logo where stated.

Footwear: Shoes: footwear suitable for school. For safety reasons thongs/surf thongs and open toed sandals are not permitted, and for the same reason, socks are to be worn.

Jewellery: A watch/Fitbit may be worn, but no other jewellery. Earrings: For safety reasons only studs or sleepers should be worn, one per lobe (with a diameter no bigger than 10mm). No other piercing is acceptable. (Eyebrows, tops of ears etc.) It is advised that no other jewellery items not be brought to school, as the school cannot accept any responsibility for lost or damaged items.

Make up: No makeup or nail polish to be worn to school.

Tattoos: Are not to be visible.

Hair: Students are expected to have their natural hair colour and haircuts that are applicable to children of primary school age. Extreme hairstyles (e.g., mohawks, spikes, razor detailing) and hair colours are not permitted. This includes brightly coloured, striped, bleached, tips or dyed hair. Hair that is longer than shoulder length is to be tied back for health and safety reasons.

Implementation:

In keeping with the school's Health Policy, the Student Uniform and Appearance Code reinforces the important consideration of "Sunsmart" procedures. As such all students are required to wear only the approved hat during sun danger periods (compulsory during September 1-April 30) whilst in the playground. Children who do not have the approved hat or do not adhere to the dress/appearance policy will be restricted to the undercover shaded veranda area. Hats that have graffiti on them or have the rim binding torn off are not considered the approved school hat.

For the safety of our students and to provide a sense of unity in public, Tooradin students will not be allowed to attend out of school activities (i.e. excursions, camps, neighbourhood walks, swimming, representative school teams, trips, etc.) unless they meet the requirements of the Student Uniform and Appearance Code.

In designing its Student Uniform and Appearance Code the School Council has been mindful to ensure that the style of clothing is reasonable by contemporary standards; is suitable to the role of being a student and to the tasks performed as a student; that health and safety issues have been considered; and allows for some provision for individual expression through the offering of a range of alternatives.

Exemptions from the Dress Code:

A process for the granting of exemptions from the Student Uniform and Appearance Code is provided to ensure that the School Council is able to comply with its obligation under equal opportunity laws. These reasons for exemption allow the School Council to determine a uniform standard across all students, but to still recognise cases in which the application of these standards may affect some students unequally.

Grounds for exemption after consultation with the Principal to the Student Uniform and Appearance Code will be provided where:

- an aspect of the code offends a religious belief held by the student
- an aspect of the code prevents the student from complying with a requirement of his or her ethnic or cultural background
- an aspect of the code prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students
- the student has a particular health condition that requires an aspect of the code to be departed from. This must be accompanied by a medical certificate/s upon request.

Other specific requirements may have to be adhered to. This is to be discussed with the Principal.

In the case where the parents can demonstrate particular economic hardship that prevents them from complying with the code, arrangements can be made with the principal.

The school may also declare "free" days where students are allowed to wear clothing other than that stipulated in the Student Uniform and Appearance Code.

To protect the privacy of students, the School Council has delegated to the school Principal the power to grant exemptions. A written record of the decision on any application for an exemption and the reasons for the decision will be kept.

Where exception to the Student Dress Code is required, parents should make contact with the Principal. If it is a temporary matter (i.e. failure to have clothing washed/dried; waiting for damaged or outgrown items to be replaced through an order placed at the uniform shop) a letter should be sent to the student's teacher explaining the situation.

Enforcement of the Uniform and Appearance Code:

The following procedure will be implemented when the Tooradin Primary School's Uniform and Appearance Code is not followed and no written explanation is received.

- 1) The principal will send a standard letter or a phone call will be made to the parent reminding them of their responsibility in ensuring the adherence to the school's Uniform and Appearance Code.
- 2) If this fails to solve the matter, the principal will arrange a meeting with the parents to discuss the matter.
- 3) If no satisfactory explanation is given the matter will be referred to the School Council.

In dealing with such cases every endeavour will be made to ensure the student is not made to feel uncomfortable. Issues such as above will be addressed with the students and then taken up with the student's parents. All prospective students and parents will be notified of the Student Uniform and Appearance Code requirements prior to enrolment at the school.

Review of the Uniform and Appearance Code:

The Student Uniform and Appearance Code will be reviewed as needed to ensure that it reflects the changing needs of the school community. Reviews of the Student Uniform and Appearance Code will be handled by the School Council and will involve a process of consultation with the community.

For students transferring to the school, the school uniform from the previous school will be acceptable until this needs to be replaced. If no uniform is present upon enrolment, new students have two weeks to comply with the Student Uniform and Appearance Code

SUNSMART POLICY



PURPOSE

The purpose of this policy is to encourage behaviours at Tooradin Primary School to minimise the risk of skin and eye damage and skin cancer.

This policy provides guidelines to:

- support staff and students to use a combination of sun protection measures when UV index levels are 3 or above (generally mid-August – end of April)
- ensure that there are outdoor environments that provide adequate shade for students and staff
- ensure students are encouraged and supported to develop independent sun protection skills to help them to be responsible for their own protection
- support our school's strategies to meet its duty of care and occupational health and safety obligations to minimise harmful UV exposure and associated harm for students and staff.

SCOPE

This policy applies to all school activities, including camps and excursions. It is applicable to all students and staff.

POLICY

Excessive exposure to the sun's ultraviolet (UV) radiation can cause health problems including sunburn, damage to skin and eyes, and an increased risk of skin cancer.

UV radiation:

- cannot be seen or felt
- can be reflected off surfaces such as buildings, asphalt, concrete, water, sand and snow
- can pass through light clouds
- varies in intensity across the year (highest in Victoria from mid-August – end of April)
- peaks during school hours

Sun safety is a shared responsibility and staff, parents and students are encouraged to implement a combination of sun protection measures whenever UV levels reach 3 and above (typically from mid-August to the end of April in Victoria). Information about the daily local sun protection times is available at <https://www.sunsmart.com.au/> or <http://www.bom.gov.au/>

Tooradin Primary School has the following measures in place to help reduce the risk of excessive UV sun exposure for staff and students.

Shade

Tooradin Primary School will provide sufficient options for shelter and trees to provide shade on school grounds, particularly in places such as:

- where students congregate for playing
- outdoor lesson areas
- sporting grounds

When building works or grounds maintenance is conducted at Tooradin Primary School that may impact on the level of shading available to staff and students, a review of the shaded areas available will be conducted and further shading installed as appropriate.

Sun protective uniform/clothing

Tooradin Primary School's school uniform and dress code includes sun-protective clothing, including:

- loose, cool, closely-woven fabric
- shirts with a collar and/or high necklines
- tops with elbow length or long sleeves
- longer style shorts and skirts
- rashie vests or t-shirts for outdoor swimming activities.

From 1 September to 30 April, all students and staff **must** wear a sun protective hat that shades the face, neck and ears for all outdoor activities. Hats may also be worn for all outdoor activities outside of the September to April time period, by parent or student choice.

Students are required to wear a school hat or another hat style that protects the face, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket. Students who are not wearing appropriate protective clothing or a hat may be asked to play in the shade or in a suitable area protected from the sun.

Staff are required to wear a broad-brimmed, legionnaire or bucket hat with a style that protects the face, neck and ears when outdoors whilst on yard duty, participating in outdoor lessons such as Gardening or Physical Education or attending outdoor sporting events or excursions.

Sunscreen

Tooradin Primary School encourages all staff and students to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen daily (before coming to school) whenever UV levels reach 3 and above.

Sunscreen should be applied at least 20 minutes before going outdoors, and reapplied every two hours according to [manufacturer's instructions](#).

At Tooradin Primary School, students are welcome to bring their own sunscreen from home (preferably roll-on or spray) and regularly apply to themselves with staff supervision. This is to offset the chance of staff and students who may suffer from allergic reactions from certain types of sunscreen.

Staff and families should role model SunSmart behaviour and are encouraged to apply SPF 30 (or higher) broad-spectrum, water-resistant sunscreen when outside.

Sunglasses

Where practical Tooradin Primary School encourages students and staff engaged in outdoor activities to wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

Curriculum

Students at our school are encouraged to make healthy choices, and are supported to understand the benefits and risks of sun exposure. Tooradin Primary School will address sun and UV safety education as part of the Health Curriculum <https://victoriancurriculum.vcaa.vic.edu.au/health-and-physical-education/introduction/structure>

Staff are encouraged to access resources, tools, and professional learning to enhance their knowledge and capacity to promote sun smart behaviour across the school community.

Engaging students, staff and families

SunSmart behaviour is reinforced and promoted to the whole school community through newsletters, school website, staff meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.