



Vermont South Special School



2020 Parent Information Handbook

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TERM DATES 2020 TO 2022

TERM DATES 2020

Term 1	29 January to 27 March	CHILDREN START ON THURSDAY 30TH
Term 2	14 April to 26 June	
Term 3	13 July to 18 September	
Term 4	5 October to 18 December	

TERM DATES 2021

Term 1:	28 January to 1 April
Term 2:	19 April to 25 June
Term 3:	12 July to 17 September
Term 4:	4 October to 17 December

TERM DATES 2022

Term 1:	29 January to 8 April
Term 2:	26 April to 24 June
Term 3:	11 July to 16 September
Term 4:	3 October to 20 December

22-30 Livingstone Road
Vermont South Victoria 3133
Phone: 9802 8199
Fax: 9802 8487
Email: vermont.south.ss@edumail.vic.gov.au
Website: www.vermont-south-ss.edu.au

Postal Address:
PO Box 6069
Vermont South 3133

VERMONT SOUTH SPECIAL SCHOOL

MISSION STATEMENT



VISION

Our vision is to empower students to reach their personal best

MISSION

Our mission is to provide students with the best possible foundation in life through a well-rounded education

OBJECTIVE

Our objective is to stimulate students to learn in a vibrant, nurturing, educational environment, which provides for individual needs, whilst supporting the whole school community in a climate of mutual respect and trust

VALUES

RESPECT, RESPONSIBILITY AND RESILIENCE

We respect ourselves and each other, and understand that our attitudes and behaviours have an impact on the people around us

We are responsible and we take care of our school and the property of others

We are resilient and persist even when things are difficult

WELCOME TO VERMONT SOUTH SPECIAL SCHOOL

We have trust that your child will have a happy, healthy and profitable school life.

Please keep this booklet in a readily accessible place for future reference. A copy of the Strategic Plan is available on the school website.

Vermont South Special School caters for the needs of children aged 5 to 12 years who have a mild intellectual disability. We recognise that your child has special needs therefore we are committed to providing educational programs that encourage the development of skills that best meet those needs for the present and for the future.

The school is divided into Foundation, Junior, Middle and Senior Sections. Placement is based on factors such as age, maturity, social compatibility, developmental level and student numbers. These arrangements permit small groups and individual programs for each child. Foundation children are generally aged 5 and 6 years of age, Junior students are 6 to 8 years of age, Middle students are 9 to 11 years of age and Senior students are 10 to 12 years of age.

SPECIFIC OBJECTIVES

1. For children to develop an understanding of themselves and others, and, by encouraging self-discipline and self-reliance, to develop responsible behaviour patterns acceptable to society.
2. To provide a balanced and rigorous program that encourages each child to reach their full potential through assessment and goal setting. The Victorian Curriculum provides the context for targeted and individualized teaching programs.
3. For children to develop a caring interest in the environment and the ability to use leisure time, by the provision of programs involving sport, hobbies, art, music and outdoor pursuits.
4. To offer and deliver high quality programs that meet the needs of individual children in an environment of high expectations and support that prepare students for life including opportunities like leadership, participation, camps and responsibilities.
5. To encourage parental involvement in the school and its programs so that parents and staff work together and achieve a clear understanding, and awareness of each other's needs and expectations.

Claire Rafferty
Principal
January 2020

PREPARING YOUR CHILD FOR SCHOOL

Your child needs support and encouragement to help him/her adjust to the school environment. It is important to allow him/her to become as independent as possible, encouraging the performance of those tasks which are within his/her capabilities.

The following suggestions may assist you and may also highlight aspects of school organisation with which you are unfamiliar.

- Please ensure that all possessions are clearly named and easily recognisable by your child.
- Encourage your child to look after his/her own belongings.
- Please show your child how to put on and fasten coats, put on jumpers, etc. and hang these up.
- Help your child practise putting on and taking off shoes and socks.
- It is important that clothing is appropriate to the weather conditions and school activities.
- The wearing of school uniform is compulsory.
- If your child needs special care (eg. has medication/s tablets, special diet or suffers from any chronic condition), please inform us. This information is, of course, confidential. Medication will be kept locked in our first-aid cabinet and will be administered by the School Nurse. All medication is to be handed to the bus supervisor who will give it to the nurse. If you are bringing your child to school, give medication directly to the nurse.

ABSENCES

- (a) It is very important that parents contact the school immediately if a child is going to be absent for any reason. This is to confirm that the child has not missed the bus and may be left unattended. This is government and school policy.
- (b) You can contact the school electronically via FlexiBuzz, telephone or email to let us know that your child will be absent and the reason for the absence. If the school has not been contacted by 10:00am on the day of absence we will contact you by SMS.
- (c) Regular attendance at school is most desirable, but remember that **HOME is the best place for a sick child**. Infections can spread rapidly throughout the school.

ASSEMBLY

The school bell rings at 8:55am for assembly in the courtyard. Parents/carers are most welcome to attend. After assembly the children go to their classrooms.

CAMPS

Middle and Senior classes attend formal camps and venues we have used include Blackwood Outdoor Education Centre, Urban Camp and Club Lorne Surf Camp.

Most camps accommodate children in huts and lodges for accommodation. Some of our Seniors attend camps involving bike riding and camping in tents.

CAMPS, SPORTS & EXCURSION FUND (CSEF)

The Camps, Sports and Excursion Fund payment is provided to eligible families to help cover the cost of school excursions, camps and sporting activities. If you hold a current health care card, your child may be eligible for the Camps, Sports and Excursion Fund payment.

The annual CSEF amount per student is:

- \$125.00

The CSEF payment is paid to the school to use towards expenses relating to camps excursions and sporting activities. Please obtain a form from the front office.



STATEMENT OF

COMMITMENT TO CHILD

SAFETY

Vermont South Special School is committed to the safety and wellbeing of all children and young people.

This is the primary focus of our care and decision-making.

Vermont South Special School has zero tolerance for child abuse.

Vermont South Special School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention is paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, vulnerable children, as well as the safety of children with a disability.

Every person involved in Vermont South Special School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Vermont South Special School will:

1. Take a preventative, proactive and participatory approach to child safety,
2. Value and empower children to participate in decisions which affect their lives,
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children,
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount,
5. Provide written guidance on appropriate conduct and behaviour towards children,
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development,
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues,
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities,
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk, and
10. Value the input of and communicate regularly with families and carers.

Reviewed at School Council in December 2019. To be reviewed in December 2020

CURRICULUM

All planning at Vermont South Special School is based on the Victorian Curriculum. Each child works at their own level. Please speak to your child's class teacher about the details of their curriculum levels.

DAILY TIMETABLE

Assembly	8.55 am
Morning Recess	10.30 am - 10.45 am
Lunchtime Play	11:45 am - 12:15pm
Eating/ Exercise	12:15pm - 12:45pm
Afternoon Recess	1.45 pm - 2.00 pm
Dismissal of children	3.05 pm
Buses leave school at approximately	3.15 pm

The School Office and switchboard operate from 8.00 am until 4.30 pm.

DENTAL EXAMINATIONS

A dental van visits the school as often as possible. Forms will be sent home for you to indicate if you wish the dentist/dental therapist to check and/or work on your child's teeth. If you have any queries regarding special treatment at other times the Dental Van may be contacted on Mobile Phone Number 0419 581 710.

We do have a private company that visits us twice yearly and they will confirm whether your child is eligible to be bulk billed through medicare or they do have payment plans available if you do want to use their service.

DUAL ENROLMENT

Some pupils have dual enrolment by attending their local primary school. We retain responsibility for the child's educational program and believe that it is imperative for the child to attend here for a minimum of three days per week. This arrangement is initiated by parents. Our school supports it by maintaining communication between the two schools.

To foster closer co-operation between schools, it is desirable that dual enrolment matters be discussed with the School Liaison Officer.

ELECTRONIC DEVICES

Private Property brought to school by students. The Department of Education & Training (DET) does not insure private property brought to school by students and no responsibility is **accepted for loss and/or damage**. Electronic devices (mobile phones, iPad, iPod, DS, etc) and possessions used by students on the bus to and from school will be kept safely in the front office or by the class teacher. Such belongings can only be used by students whilst travelling to and from school. All mobile phones will be stored securely.

EMERGENCY INFORMATION

Emergency information is kept for each student. This enables the school to contact families in case of an accident or illness.

SHOULD YOUR BUSINESS, HOME, MOBILE OR EMERGENCY TELEPHONE NUMBER OR EMERGENCY CONTACTS CHANGE AT ANY TIME, IT IS ESSENTIAL THAT YOU INFORM THE SCHOOL IMMEDIATELY.

PARENTS ARE RESPONSIBLE FOR NOTIFYING THE SCHOOL OF ANY RELEVANT INFORMATION REGARDING CUSTODY AND ACCESS RIGHTS WHICH WOULD AFFECT YOUR CHILD'S SECURITY.

EXCURSIONS

All students participate in excursions into the community. This reinforces their learning and further builds life skills.

FUNDING FOR YOUR CHILD

The program for Students with Disabilities allocates funding to government schools according to the perceived additional needs of children. All students at VSSS must meet specific eligibility to receive this funding. Assessments are conducted in order to put in an application for such funding. All students will have the same assessments again, towards the end of their primary school years so that the Department of Education can determine what level of funding will be appropriate for Secondary School. Some students may need to have assessments earlier, if requested by the Department of Education. Please contact the Liaison Officer with any questions on 9802 8199.

HEALTH CENTRE

A School Nurse is employed between the hours of 8:40am and 3:10pm each day. Her duties include administering medication, first-aid treatment, co-ordination of the medical needs of the student/s and strategies to combat head lice infestation (a common occurrence in schools). If parents wish to discuss issues related to any of the above please feel free to ring the School Nurse on 9802 8199.

INFECTIOUS DISEASES - INSTRUCTION FOR CONTROL, EXCLUSION OF PATIENTS AND CONTACTS FROM SCHOOL

The following table is the criteria for exclusion from school due to infectious diseases. “Contact” means child of school age living in the same house as the patient. “Patient” includes carrier. A patient or contact will be prevented from attending school unless the conditions (where applicable) are complied with. (See following table)

SCHOOL EXCLUSION TABLE

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	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.
Chicken Pox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunized children, but may be less in previously immunized children.	Any child with an immune deficiency (eg. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	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 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	Until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing where possible.	Not excluded.

Human immuno-deficiency virus infection (HIV/AIDS virus)	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.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to school.
Meningitis (bacteria)	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.	Not excluded.
Pertussis (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis	Exclude for at least 14 days after onset. Re-admit after receipt of a 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.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection, (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing Escherichia coli (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.

LATE ARRIVAL/EARLY PICK UP

If your child is late to school for any reason, you must come to the office and sign in using PASSTAB. We will organise for a staff member to escort your child to their classroom.

If your child has to leave school early for any reason, please let the school know via communication in the diary or contacting the office. You will need to come to the office to collect your child and sign out using PASSTAB.

LOST PROPERTY

Please ensure all items are clearly labelled with your child's name. Only named items can be returned. If an item is lost please contact the classroom teacher via the diary.

LUNCHES

Students must bring a snack, lunch and a drink each day. Drinks in glass containers are *not permitted*. All students eat lunch under adult supervision. Students are encouraged to bring a "Rubbish Free Lunch", i.e. drink bottle/lunch box with no wrappings.

LUNCH ORDERS

Lunch Orders are available once a week on a Thursday. A menu and price list will be included in the school's newsletter each week. Lunch orders are prepared as part of the Senior School Homecrafts program.

MEDICATION

All medication that is administered regularly at school needs to have a Medication Authority form completed by the parent and doctor. These forms are completed at the time of enrolment, yearly, and if there are any changes in the medication. It is essential that full information concerning medication be given to the school, and that any changes are notified immediately. All changes need be sent to our School Nurse, who administers all medication. Medication, except asthma reliever medication, is to be handed to the bus supervisor and not transported in children's bags.

MEDICAL CONDITIONS

Medical conditions such as asthma, epilepsy and anaphylaxis require care plans to be completed. These plans need to be updated every year. The school nurse will contact all relevant families at the beginning of each year.

NEWSLETTER

Vermont South Special School issues a weekly newsletter each Wednesday to parents via email, FlexiBuzz or hardcopy.

PARENTS / CARERS SOCIAL OPPORTUNITIES

Informal morning teas are held at the school to give parents the opportunity to meet with other parents. It is stressed that this is very informal, and you WILL NOT be asked to be part of any committee or take part in fundraising at these meetings. You will be notified of these meetings via the weekly newsletter. Children are welcome to attend but we ask you to please bring along toys/books to keep them occupied, as they will need to stay in the staffroom with you. Parents / Carers may also wish to arrange to meet each other off site and can advertise these gatherings in the school newsletter.

PARENT / TEACHER COMMUNICATION

(a) Student Support Groups (Parent/Teacher meeting)

In the interests of your child it is important that a good, co-operative working relationship is developed between parents and the school. The establishment of Student Support Groups (SSGs) formalises this partnership in the educational planning process.

SSGs will be held early during Term 1 to establish goals for the year. There will be a mid-year reporting to parents and an end-of-year Student Support Group meeting to report on the students' learning outcomes. These groups may be reconvened at any time during the year at the request of parents or staff. If you wish to see your child's teacher at other times please make a mutually convenient time so as to avoid interruptions and class disruptions.

(b) Special Groups

From time to time, in relation to special programs being run at the school, parents are invited to participate in discussion and activity groups during school hours and/or evenings. There may also be opportunities for interested parents/carers to assist with other school programs. These will be advertised in the school newsletter.

(c) Student Diaries

Student Diaries are provided to allow for two-way communication between home and school. Each child will be provided with a satchel to put their diary, library book and any notices in. Please check your child's satchel every day.

PARENT VOLUNTARY CONTRIBUTIONS

We do not charge school fees. Vermont South Special School relies upon voluntary contributions from parents. These voluntary contributions replace the scheduled school fees. All voluntary contributions are tax deductible. Parents will be issued with a Tax Receipt for claiming the tax deduction. With this money we bulk purchase, on behalf of the children, supplies of books, pens, art/craft materials, etc. We also meet the costs of such things as Homecrafts, grounds' maintenance and development, bus insurance, maintenance and running costs, etc. for our 2 School Buses.

PARKING

For the safety of all students and teachers no cars are permitted on to the school road or driveway.

SCHOOL COUNCIL

The Council provides a vital link with parents, teachers and the community.

Summary of School Council Powers and Responsibilities

- Determine the education policy of the school within guidelines issued by the Minister of Education
- Approve annual finance budget
- Monitor the expenditure of school monies
- Ensure the money is properly expended and accounted for - Annual audit
- Keep buildings and grounds in good repair
- Recommend improvements and extensions
- Stimulate interest in the school
- Conduct an annual public meeting

- Report annually to the school community
- Meet at least twice a term
- Ensure that **all** records are kept at the school
- Elect office bearers
- Raise funds
- Conduct recreational and social events
- Allow use of school buildings by outside bodies
- Enter into contracts with approval of the Minister

Meeting Times

7.30 pm Monday – Two meetings a term - dates advised in the school newsletter

Council Members

The School Council is made up of four staff members and six parents. From these ten members the Office Bearers of Executive Officer, President, Vice-President, Treasurer and Secretary are elected.

School Council elections take place early in each year and names of the elected members will then be published in the school newsletter.

SCHOOL RULES AND VALUES

The school rules have been decided upon by the staff with input from the students to ensure that the school is a happy and safe environment for everyone. At all recess and lunch breaks, as well as bus times, staff are on duty to help any child in need of assistance and to ensure any problems are dealt with. Parents will be contacted if their child is seriously or repeatedly breaking the rules. Individual behaviour support plans will be drawn up to assist in overcoming the problem.

Vermont South Special School uses the “School Wide Positive Behaviour Support” framework. We have four behaviour expectations (or rules)

Vermont South Special School Rules:

Be Safe
 Be Respectful
 Be Responsible
 Be a Learner

The students are encouraged to follow the school rules. When a student is seen to be following the rules they will be given a ticket identifying that specific rule. These tickets are collected for one week and a weekly reward will be given to a selection of students. All the tickets are then put into the prize tank located in the foyer of the school. Once the tank has reached the line or is full there is a whole school reward.

SCHOOL UNIFORM

The School Council approves the compulsory wearing of school uniform.

School colours are light blue and navy blue. Combinations of the following may be worn:

- Tops:** Light blue T-Shirt with or without collar or skivvy
Navy blue windcheater
Baseball jacket with striped trim
Navy polar fleece vest
Blue and white checked dress
- Bottoms:** Navy blue shorts
Navy blue skorts (shorts with skirt)
Navy blue school trousers
Navy blue track pants
Navy blue bike shorts - (to wear underneath school dress)
- Footwear:** White or navy socks
Any covered toe shoe
Runners
- Hats:** Navy Cloth sun hats – Slouch, Bucket

A uniform list is available from the office and all items can be purchased from the office. All polo shirts, windcheater and bomber jackets have a school logo. Each uniform item can be purchased with a school logo. The list of options can also be purchased inexpensively at any retail store such as Kmart, Target, Myer etc.

All children will be provided with a Satchel and a Daily Communication diary. Should your child lose the one provided, there will be a charge for a replacement.

SUNSMART POLICY

It is expected that children bring a hat to school. Hats are worn from mid August to the end of April and whenever the UV levels reach 3. Slouch hats and bucket hats are available from our uniform shop. **It is also expected that parents will apply and/or supply sunscreen to / for their child to ensure adequate protection during the school day.**

Sunscreen will be applied by staff if requested by parent/carers.

If your child is allergic to any brand of sunscreen it must be noted in his/her emergency information.

SUPPORT SERVICES AVAILABLE TO FAMILIES

There are a number of agencies available, free of charge, to assist families in need in the area serviced by Vermont South Special School. A list of agencies, personnel and telephone numbers is available from the school.

Any family of a child attending Vermont South Special School may ask for assistance and advice with any problems.

If school-aged brothers and sisters have problems, due to siblings attending a Special School, they may also contact these support agencies.

Support Groups for Specific Disabilities may be obtained from:

Department of Health & Human Services
883 Whitehorse Road
Box Hill 3128
Phone: 9843 6000

Fax: 9843 6100

All families with children attending our school are eligible to register with Disability Services (Human Services – 9843 6000) to access support and resources.

LOCAL COUNCILS

Information regarding resources for children and adults with disabilities is readily available from your local Council.

Your local City Council will give you information regarding the following personnel:

Social Workers
Home Help
Recreation Officers
Youth Outreach Officers

- **DISABILITY ALLOWANCE**

The Disability Allowance may be payable to parents or guardians having custody/ care and control of a child under the age of sixteen (16) years. Further information can be obtained from your nearest Centrelink Office.

- **DISABILITY SUPPORT REGISTER**

This is government support for families of children who have a disability. Parents can phone 9843 6312 to register.

- **COMPANION CARD**

This is another level of government support. Parents can phone 1800 650 611 to register.

SWIMMING

A one week swimming program is conducted each year at an external swim centre. Any child who has epilepsy requires a medical certificate, which must be renewed annually to be allowed to participate.

If the child's doctor recommends individual attention, the parent **MUST** be responsible for supervision. A medical certificate or parent note is also required when exclusion is necessary.

Asthma Sufferers

Swimming is regarded as a strenuous activity and students who have asthma may require medication before and during a swimming lesson. The parents/carers of a student diagnosed with asthma will be asked to provide written consent for their child's participation in the swimming activity.

THERAPY SERVICES

The school employs part-time Speech Therapists, Physiotherapist and an Occupational Therapist.

The therapists work mainly within classroom programs, of Foundations and Juniors.

All children are assessed for appropriate writing/cutting implements and optimum positioning and height of tables, chairs etc.

TRANSPORT OF CHILDREN TO AND FROM SCHOOL

Pupils are transported to and from school by contract buses provided by the Department of Education & Training (DET). It is the responsibility of each bus company to provide a supervisor on each bus. All parents will be given an information sheet regarding bus route and pick up times pertaining to their child. School buses depart between 3.05 pm and 3.15 pm in the afternoon.

Children alight from and board transport under supervision of teachers. Buses cannot be diverted from the approved route.

It is parents' responsibility to notify the bus company and the school if their child is away ill.

If buses are late please contact the transport company concerned, rather than the school. It is the responsibility of parents to make arrangements for their children to be met at the bus stop each afternoon.

If parents/carers/nominated adults are not at the stop to meet dependent children:

If alternative arrangements have not been made with Quinces or Crown, or if the bus is not met further along its route, the bus company will contact the school as the first option and then the Department of Health & Human Services or the local Police Station to care for the student.

BUS COMPANIES - TELEPHONE NUMBERS

QUINCES 8506 2700 (Mt Evelyn, Mulgrave, Sherbrooke, Warrandyte)

CROWN 9845 1455 (Bayswater, Boronia, Kilsyth, Lilydale, Milgrove, Ringwood, Rowville, Warburton)

Children will only be handed over to a person whose name has been provided to the bus company. Please inform the school office if your nominated pick up persons change.

TRANSPORT DISCIPLINE POLICY

When the behaviour of a student is such that the health and safety of other passengers on that bus are at risk the following procedure will apply:

1. Parents will be notified of the problem immediately .

2. A repeat of such behaviour will necessitate further consultation with the Principal/Assistant Principal. At this time the Principal/Assistant Principal will notify parents of their child's suspension from bus travel, and the period of suspension. During this time there will be discussion with bus companies and parents.
3. At completion of the suspension period the student will automatically resume travel on the Department of Education & Training (DET) provided transport.
4. A further occurrence of this behaviour will necessitate a meeting being convened with the Principal/Assistant Principal, bus company and parents/guardians at which all parties will be informed as to the reasons for the following action:
The student will be suspended from travel for an indefinite period and this will be reviewed on a regular basis with consideration for passenger safety being of paramount importance.

TRANSITION TO YEAR 7

The transition from Vermont South Special School to Year 7 is a well established process. Please speak to your child's teacher if you have any concerns or questions. VSSS is able to assist parents with the transition to Secondary School.

VERMONT SOUTH SPECIAL SCHOOL BUSES

The school operates three mini-buses of its own, (2 coasters and 1 commuter) purchased by the School Council. They are used to transport small groups of children on excursions. You are asked to contribute to the upkeep and running costs of these through your voluntary contributions. These school buses are used as an alternative to public transport, thus cutting the cost of excursions.

Larger numbers of children taken on excursions will necessitate the hiring of a larger bus.