

2014-2015



# Parent Information Booklet





# Baringa School

learning - caring - achieving

Baringa Special School  
47 Staff Street  
Moe Vic 3825

Phone: 03 5127 1744  
Fax: 03 5127 6061

Email: [baringa.ss@edumail.vic.gov.au](mailto:baringa.ss@edumail.vic.gov.au)

## ENROLMENT PROCESS

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Baringa provides education to students between five and eighteen years of age. To be eligible to enrol at Baringa, students must be assessed as having a **mild intellectual disability, that is – a full scale IQ score between 50 – 70** and accepted on the Program for Students with Disabilities under the category of ID. This assessment is conducted by an educational psychologist and is usually arranged through the child's current school. Students who score over 70 must attend a mainstream school and those with a score below 50 should attend Latrobe Special Development School in Traralgon.

Baringa provides an orientation program for students wishing to access the school. Following a recommendation from the program Support Group or the student's mainstream school, contact is made with Baringa. An initial visit by the student and family is arranged, followed by a transition period where the student attends one day per week. In most cases this continues for a term. At the end of this period, a decision is made regarding placement at Baringa.

If placement continues after the orientation program, the student usually increases the number of days of attendance at Baringa and funding arrangements are adjusted accordingly between schools.

## PREP ENROLMENT

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For students accessing Baringa from kindergarten, a 3 week transition program is offered in Term 4 in preparation for enrolment the following year.

It is a requirement from the Department of Education & Early Childhood Development that parents of all prep students provide **birth certificates** (evidence of date of birth and birth name)

AND **Immunisation Entry Certificates** (history statement after all preschool immunisations are complete) on enrolment. Immunisation certificates are available from the local council. A child is deemed to be immunised when she/he has received immunisations against Diphtheria, Tetanus, Poliomyelitis, Measles and Mumps.





## DUAL ATTENDANCE

Baringa provides two options for students attending the school. These include full time placement at Baringa, and dual attendance, where the student attends some days at Baringa and some days at their mainstream school.

When a dual attendance placement is selected, both schools monitor the students' progress and maintain contact through SSGs (Student Support Group meetings) and shared use of the communication book.

## PASTORAL CARE

Baringa places an emphasis on pastoral care to ensure that all students feel supported, welcomed and cared for. Aspects of pastoral care include maintaining a positive relationship between home and school, developing a strong rapport between staff and students, modelling respect, and providing support for student welfare issues. All students have their own pastoral care teacher who is responsible for planning their individual programs, reporting on progress, and monitoring the general well-being of each student in their care.



## NEWSLETTER

The school produces a newsletter every fortnight, which is sent home on Fridays. The newsletter is produced to keep students and parents informed of all events happening within the school. The newsletter is available on the school website, or, you can elect to receive your newsletter by email and help reduce paper waste if you have the internet at home. If you have any community news or information you would like passed on to the school community, please contact the school office.



## CANTEEN



Baringa currently operates a healthy canteen program one day a week. Secondary students run this program each Friday. Profits from canteen sales go towards subsidising bus costs for camps and excursions and other special activities.

## SCHOOL COUNCIL

Baringa School Council consists of 5 parent representatives, 4 Department of Education & Early Childhood Development (staff) members including the Principal and 3 co-opted members (usually community members with an interest in the school).

School Council meets during the third week of each month at the school. The Council has a number of sub-committees that meet once a month.

These teams include:

- Curriculum
- Environment
- Consultation
- Resources

## COMMUNICATION



Communication between home and school is highly valued at Baringa. To help facilitate this, each student is provided with a communication book or diary, which may be used to write messages and share information between home and school.

Parents may contact teaching staff by phone during non-teaching periods. Appointments need to be made for visits to the school and meetings.





## STUDENT ABSENCES

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### *It's Not Ok to be Away*

Notification is required for all student absences.

This can be done via student absence slips (provided by the school), notification in Communication Books, telephone or via the school's SMS number 0428 937 348.

In the event that the school does not get notified about an absence notices will be sent home, or pastoral teachers may phone parents/carers to explain the absence from school.



## STUDENT MEDICAL

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Student medical conditions are recorded at the time of enrolment on the Student Enrolment Form. Parents/carers of students who require medication whilst at school are required to complete an additional permission form to administer the medication and are asked to provide medication which will be kept in a secure location and administered to students as required. Students with Anaphylaxis, Asthma or Epilepsy are asked to provide an 'Anaphylaxis Management Plan', 'Asthma Action Plan' or 'Epilepsy Management Plan' so that we can manage these conditions.

If any new medical conditions are diagnosed, or any changes to conditions, parents/carers are asked to advise Baringa School as soon as possible so that our records can be updated.



## HOURS OF OPERATION

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- **9.00am:**                      **School commences**
- **10.30-10.45:**            **Morning Recess**
- **12.00-12.45:**            **Lunch Break**
- **2.50pm:**                    **School Dismissal**

All visitors to the school must report to the school office and sign in before accessing any part of the school. Students should not arrive at school prior to 9.00am as all staff are involved in a morning briefing.

Should any parent wish to speak to their child's teacher, it is best to make an appointment to see them when they are not teaching.

## UNIFORM

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The Baringa School uniform is compulsory. The uniform consists of navy blue track pants, polo shirts, vests and zip-up jackets – all embroidered with the school logo. In summer, students may wear navy blue shorts and girls may wear a blue and white checked summer dress. Hip Pocket Latrobe Valley Embroidery located in Morwell can supply uniforms with school logo on them at very reasonable prices and parents may purchase uniforms directly from them or contact the school office to arrange this. You can

find Hip Pocket Latrobe Valley Embroidery,  
32 Veston Drive Morwell – telephone 5133 3389

As we are a Sun Smart School all students must wear a hat whenever outdoors in Term 1 and Term 4.



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## LEVIES

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In 2011, School Council approved an annual general program levy of \$100.00 for early years and middle years students and \$150.00 for VCAL students. This is administered on an **annual** basis. Families have the option to pay this levy at the beginning of the year if they are able.

The \$100.00 General Program Levy (*which is equivalent to \$2.50 per week*) will cover items including :

- student stationery - exercise books, work-books etc
- programs provided by outside specialists eg: music, drama, visiting and/or out of school performances.
- cost of school buses for local excursions, sporting events and travel training costs.
- Whole school excursions or small group excursions throughout the year (depending on the cost and type of excursion an additional amount may be payable)
- materials for electives where the student uses or takes possession of the finished articles (e.g. technology materials, art etc)
- school diary
- computer usage & printing
- Home economics

The VCAL levy of \$150.00 (*equivalent to \$3.75 per week*) covers the above general levy items and additional charges specific to the VCAL program eg: VCAL registration fees, training programs etc.

This General Program levy does NOT cover paying elective programs chosen by families eg: bowling, swimming and RDA. These charges will appear on a statement on a term by term basis. Please note that a choice of paying and non-paying electives is offered and parents have the option which elective programs the students will participate in.

Many of our families use a service called CENTREPAY which is a free direct bill-paying service offered to customers receiving payments from Centrelink. If you are interested in using this option please contact our office for details. Alternatively, once students turn 16 they can apply to Centrelink for the Disability Support Pension and Pensioner Education Supplement whereby they can budget by choosing to pay for programs, levies and camps by having a regular amount deducted from their Centrelink payments via Centrepay.



## SCHOOLKIDS BONUS

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The Schoolkids Bonus is a payment designed to assist Australian families with children at school pay for expenses such as uniforms, books, school excursions, stationery and other costs like music lessons and sports registration fees.

Eligible families will be paid the bonus automatically in January and July.

Each year, families will receive:

- \$422 for each child in primary school (two instalments of \$211) and
- \$842 for each child in high school (two instalments of \$421).

Legislation has passed to phase out Schoolkids Bonus payments. The payment will continue until the end of 2016. This allows families time to adjust to the change. The last instalment will be July 2016.

For more information about the Schoolkids Bonus [go to fahcsia.gov.au](http://go.to/fahcsia.gov.au)

## TRANSPORT

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There are specific guidelines relating to transport which are provided upon enrolment. The Department of Education provides free supervised bus services from most areas in the Latrobe Valley. This includes the major towns of Traralgon, Morwell, Churchill, Moe, Newborough, Yallourn North and Trafalgar.

Students who live in outlying areas from the major towns, usually access regular school bus services that then connect with Baringa contract buses. Bus passes are usually required for these students.

In some locations, students are unable to access free school buses. In these instances, students may receive a conveyance allowance to assist with travel costs. Conveyance Allowances are available for public transport, private car and private bus.

The school also owns four twelve seater buses which are used to support community access and a variety of school programs.

Occasionally students may be transported in a teacher's car. Parent permission is obtained if this is required.

Ann Marie Ernst is the Baringa School transport co coordinator.





## PARENT INVOLVEMENT

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Baringa views the home school partnership as vital and encourages parents to become involved in many aspects of the school. Parents can become involved or show their support for the school through:

- Becoming a member of School Council
- Attending Program Support Group meetings
- Assisting with Working Bees
- Supporting fund raising activities
- Attending Parent Information sessions
- Assisting with classroom programs and excursions

## PERSONAL ITEMS BROUGHT TO SCHOOL

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We acknowledge that most students have valuable personal items which they like to bring to school such as mobile phones, iPods, MP3 players, CDs, games etc. If students choose to bring valuables to school we will not accept responsibility for any loss or damage to such items.

Students are NOT permitted to use mobile phones during school hours, which includes on the school buses. If students bring mobile phones to school they are required to hand them in to pastoral teachers for safe keeping during the day. If parents need to make contact with their son or daughter during the school day they should do so through the main office.



## PROFESSIONAL SUPPORT

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Baringa School is able to provide additional support to meet student needs in the areas of Speech Pathology, Physiotherapy, Occupational Therapy assessments and Counselling. Staff are also able to provide advice and assistance for parents in accessing support from other agencies as required.

## STUDENT WELFARE SUPPORT

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### ***Chaplain***

Baringa School has a Chaplain who is able to work with and support students, staff and families on a range of issues.

### ***Assistant Principal***

Our Assistant Principal at Baringa coordinates Student Welfare and Management across the school. Issues relating to behaviour, transport, medication and general welfare issues are referred to the Assistant Principal.



### ***Primary Welfare Officer***

Additional welfare support for students is provided through the Primary Welfare Officer 2 days per week.

## SCHOOL DETAILS

Postal Address: PO Box 380, Moe 3825  
Located at: 47 Staff Street, Moe  
Phone: (03) 5127 1744  
Fax: (03) 5127 6061

Email: [baringa.ss@edumail.vic.gov.au](mailto:baringa.ss@edumail.vic.gov.au)  
Webpage: [www.baringass.vic.edu.au](http://www.baringass.vic.edu.au)

Principal: Jenny O'Donnell  
Acting Assistant Principal: Kelly Methner  
Business Manager: Marg Methner

