

Gisborne Primary School

2026 Parent Information Booklet



gisborne.ps@education.vic.gov.au
www.gisborneps.vic.edu.au



WELCOME TO GISBORNE PRIMARY SCHOOL IN 2025

We welcome you and your children to Gisborne Primary School and hope that your family's association with us will be happy, rewarding and positive.

Throughout the years of schooling, parents continue to play a vital educational role, especially in the development of self-confidence, language acquisition and attitudes towards learning. Some of your child's most important learning has already taken place even before beginning school and we aim to extend that learning in a caring and nurturing environment.

We hope that the information set out in the following pages will help you to understand many matters concerning your child while at Gisborne Primary School and familiarise you with much of the school's organisation and operation.

ADMINISTRATIVE STAFF

Principal:	Matt Forrest	matthew.forrest@education.vic.gov.au
Assistant Principal:	Lisa Maxwell	lisa.maxwell@education.vic.gov.au
Business Managers:	Ilsa Dahlstrom	ilsa.dahlstrom@education.vic.gov.au
	Claire Dean	claire.dean2@education.vic.gov.au
Administration:	Lauren King	lauren.king@education.vic.gov.au

The school telephone numbers are: 5428 2022 or 5428 2691

The school postal address is: 41 Prince Street,
Gisborne VIC 3437

The school email address is: gisborne.ps@education.vic.gov.au

OFFICE HOURS

The school office is open 8.30am to 4.00pm Monday to Friday.

VISITORS

All visitors to the school (including parent helpers) are to sign in at the school office before visiting classrooms or participating in activities conducted at the school. Visitor lanyards are to be worn by all persons visiting the school and all visitors must have a current Working With Children Check.

Caring Hearts, Caring Minds, Caring Actions

SECTION 1: SCHOOL CONTEXT & ORGANISATION

SCHOOL PROFILE

GISBORNE PRIMARY SCHOOL - EXCELLENCE IN EDUCATION

Gisborne Primary School (PS) is situated in the picturesque country town of Gisborne, 53km from Melbourne. The school has a current enrolment of approximately 475 pupils with 55 staff.

The school's facilities provide a stimulating and safe learning environment for children, where they are supported in their pursuit of excellence and in the realisation of their maximum potential.

School facilities include a library, gymnasium, canteen, visual arts, music, STEM rooms and diverse play spaces.

THE SCHOOL'S PHILOSOPHY & VISION

The school's philosophy is based on the belief that every student has the ability to learn and that this occurs best in a safe, happy, calm and positive environment.

INCLUSION

Adjustments are made for students to ensure everyone can access the curriculum. Various intervention approaches are included such as Reading Intervention, Education Support Staff assistance, whole school and classroom strategies based on student needs. Gisborne PS supports diversity with the appointment of a Learning Specialist for Disability Inclusion. We recognise that each child is unique, and our staff's focus is ensuring that all children are included, and given opportunities to participate, achieve and grow.

WELLBEING

Gisborne PS incorporates many wellbeing initiatives across the school including the Respectful Relationships Curriculum. Promoting and modelling respect, positive attitudes and behaviours teaches our children how to build healthy relationships, resilience and confidence. This links with our school values of Caring, Respect, Responsibility, Resilience and Personal Best. These values also tie in with our motto of 'caring', featured as a logo on the school uniform. Various Wellbeing approaches are incorporated into our Social Emotional Learning sessions (SEL), including Kimochis, Open Parachute, Berry St and Bully Stoppers.

School Wide Positive Behavior Support (SWPBS) is a framework we use across the school with a focus on the expected behaviours of staff, students, families and visitors. Our main aim is to ensure all students have the opportunity to learn in a calm and engaging classroom.

Bully Stoppers supports leadership, teachers, parents and students in working together to help put a stop to bullying including cyber safety.

CHILD SAFE STANDARDS

Gisborne PS complies with Child Safe Standards, to ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are responded to effectively and in a timely manner.

PAYMENTS 2026 PER STUDENT (per annum)

Essential Educational items (subject contributions & class materials)	\$247 per student (lump sum or payment plan)
Technology Payments	Prep \$21; Yr1&2 \$52. Yr3&4 \$77; Yr5&6 \$103
Excursions, Incursions, Sports Activities and Camps	Additional Charges (Advised separately throughout year)

PAYMENTS

Our preferred method for making school payments is through the secure Sentral App.

Other payment options, including payment plans, can be discussed with the school office.

TERM DATES:

Term 1: 27th January to 2nd April

Term 2: 20th April to 26th June

Term 3: 13th July to 18th September

Term 4: 5th October to 18th December

SCHOOL UNIFORM

It is School Council policy that school uniform is compulsory and is to be worn by all students.

The Uniform Policy can be found on the Parent Portal or on the school website: <http://www.gisborneps.vic.edu.au/publicationsforms.html>

Summer Uniform

- School hat – broad brimmed navy hat
- Blue/white/teal checked dress.
- Blue trousers or shorts (not below the knee /no denim)
- Blue school polo shirts
- Skort

Winter Uniform

- Long-sleeved polo shirt.
- Jacket, vest or jumper.
- Blue trousers, pinafore or track pants. (No denim)
- Blue tights or socks.
- Bomber jacket

School uniform can be purchased through:

Beleza – 42C Aitken Street

Gisborne VIC 3437

Phone: (03) 5428 1285

Tuesday - Friday: 9:00am to 5:00pm

Online Store: <http://store.beleza.com.au/>

School Council supports our SunSmart policy, which requires children to wear an approved school hat for Terms 1 and 4.

Note: If you have difficulties with purchasing uniform items due to financial circumstances, please speak to our staff in confidence in the office, or our assistant principal Lisa Maxwell.

Second Hand Uniforms

The PFA offer a second-hand uniform service with good quality items available from \$5. To enquire about what items are available, send an email to gisborneprimarypfa@gmail.com



Every School Day Counts

Attend today, achieve for a lifetime!

ATTENDANCE

Regular attendance is important for continuity of children's learning, their social adjustment, development of positive attitudes and is a government requirement. Research shows that children who attend school regularly have better outcomes socially and academically.

Parents are required to inform the school of reasons for a child's absence no later than 10am on the day of the absence. Speak to your child's teacher if you plan to be absent for an extended period. Please log into the Parent Portal to report a Future Absence or approve an Unexplained Absence <https://sentral.gisborneps.vic.edu.au/portal2/#!/login>

Bell Times

Instruction commences at 8:55am and students are expected to be in their classrooms by 8:50am. Classes finish at 3:25pm. This allows children to catch the after-school buses.

At the end of breaks, children are expected to be at their respective assembly points when the bell rings.

Bell times are as follows:

8.50am First bell & music

8.55am Class bell

10.55am to 11.25am - RECESS

1.40pm to 2.25pm – LUNCH

3.25pm Dismissal

Punctuality

It is important that children arrive on time to begin the school day. **Children should arrive between 8.40am and 8.50am.** If arriving after 8:55am children must be signed in at the office. The school grounds are supervised before school from 8:40am and after school until 3:40pm. Classrooms are open from 8.40am. We ask that students don't arrive at school until 8.40am.

Collecting Children During School Hours

When collecting your child from school between 8:55am and 3:25pm, including lunch and recess breaks, please sign them out at the office. This procedure must be strictly adhered to in case of emergencies.

MOBILE PHONE POLICY

All Victorian government schools are required to implement the school mobile phone / device policy that reflects the [Ministerial mobile phone policy](#), published in October 2019.

The policy requires schools to:

- ensure students have their phones and other communication devices switched off and securely stored during school hours and;
- ensure that students do not use the device before or after school while on school premises.

If your child has a phone or is wearing a device that has communication capabilities (no matter what settings are on) it is their responsibility to hand it to the teacher at the start of the day and collect it at the end of the day.

BUSES

Bus travel is available for our students from Bullengarook and Gisborne South. Staff at **Gisborne Secondary College (5428 3691)** co-ordinate all bus travel. The bus driver or the school has the right to exclude any child from travelling on the bus if his/her behaviour is unacceptable. The school must be advised if a change to normal routine occurs. Staff supervise children onto the buses each afternoon. Buses arrive at GPS from 8.30am. If students arrive before 8.40am they will be asked to wait in the office foyer until 8.40am.

ASSEMBLY

School assembly takes place on alternative Friday afternoons at 2:50pm in the school gymnasium. Our student leaders take assembly where they inform students and parents of upcoming events, present school news and celebrate student successes. Parents whose children receive special awards, will be notified prior to their presentation. Student award information is also published in the newsletter the week after assembly.

SCHOOL COUNCIL

Our School Council sets high expectations for student learning and teaching practices. Our parents are shared partners in student learning; we value their input and encourage them to contribute through both formal and informal avenues.

The school council consists of parents, teachers and community members who work together to determine school policy, make financial decisions, improve the school and its facilities and endorse curriculum initiatives. The council welcomes new parents' involvement and input. If you wish to become involved, please speak to the principal or members of the current council. School council elections are conducted at the beginning of each year. Members are elected for a two-year term. School Council meetings are conducted twice a term.

School Council Policies are available on our website.

NEWSLETTER

Our main source of information to parents is the weekly newsletter. This is distributed each Thursday via email and is available on the Parent Portal. The current newsletter is also available on the school website.

<http://www.gisborneps.vic.edu.au/>

Parents should read the newsletter to keep up-to-date on current events, educational programs, policies and procedures.

PARENT PORTAL

Our school management system, 'Sentral', allows us to streamline school communication. It features a 'Parent Portal' which provides information about their child's progress via reports twice per year, curriculum resources, event notifications, student absences, newsletter access, notices and teacher / parent communication. Parents will be emailed details on how to register.

SEESAW

Seesaw is a platform that is used by every classroom to communicate between home and school. It is used so that families can receive information directly from their child's classroom. At the start of each year families will receive details about how to connect.

ALLERGIES

If your child suffers from any allergies including serious allergies leading to possible anaphylaxis, you must advise the school and provide an *Anaphylaxis Management Plan* or *Allergy Management Plan* plus medication as directed on the plan, from your doctor or paediatrician. The action taken here at the school will depend on the severity of the allergy. Specific details about your child's allergy will be requested. There are no excluded foods. Teachers and first aid staff are made aware of students in their classes who have particular allergies including anaphylaxis. Students are not allowed to share food with other students, including food purchased from the canteen. If a special occasion is being celebrated in a classroom, families should discuss what types of food are suitable with the class teacher, before supplying any food.

CANTEEN

The main aim of the canteen is to provide nutritious lunches at a reasonable price. It is currently open Monday to Friday for lunch orders, with over-the-counter sales also available. For over-the-counter sales, parents can send a small amount of money with their children in a purse, wallet or zip lock bag. One or two dollars maximum is sufficient per child.

Children must not share food purchased from the canteen as per above. Children should not buy items for others.

If your child has any food allergies, parents and carers are responsible for checking the ingredients in foods available from the canteen. Please contact the canteen directly for information.

CANTEEN ORDERING PROCEDURE

Orders must be placed through the 'flexischools' App.

PARENTS & FRIENDS ASSOC. (PFA)

The PFA is a group of parents and friends who are interested in having closer contact with the school. They organise fundraising for playground enhancements and whole school activities. You may like to join PFA to meet other parents, assist in organising special events and fundraising, or just to attend meetings to be better informed and/or participate in decisions that affect some elements of the school. The PFA usually meets on the third Monday of the month. You can contact the PFA by email:

gisborneprimarypfa@gmail.com

THE SCHOOL HOUSE SYSTEM

The school has a 'House' system which involves all children being placed in a 'House' or team. These Houses are named after the four streets surrounding the school and each House is represented by a different colour:

Brantome	Yellow
Fisher	Red
Howey	Blue
Prince	Green

House Captains are appointed from Year 6 and are allocated specific responsibilities within the school. The purpose of this is to encourage team spirit and friendly competition. House points are awarded for participation in sporting events.

PARENT HELPERS

The GPS School Council requires that volunteers hold a Working with Children Check. Application forms are available at

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

PARENTAL INVOLVEMENT

The school is an integral part of the local community and there are many people who have something to contribute, either in a classroom, or another aspect of the school's operation. If you would like to become involved in your child's classroom, speak to the class teacher.

BEFORE & AFTER SCHOOL CARE

After School Care provided by **Schools Out** onsite at Gisborne Primary School
Phone: 1300 329 106

SECTION 2: STUDENT WELLBEING

PARENT/TEACHER CONTACT

As parents and teachers are partners in your child's education, it is most desirable that a friendly, co-operative and open approach prevails.

During the year there are two parent/teacher interviews. Parents are given advance notice of the dates and bookings are made via Sentral to book a session date and time. Ideally, however, if any facet of your child's education is causing concern, you should feel free to make an appointment to see your child's class teacher. They will arrange a mutually agreeable time to discuss the matter.

If you wish to speak with the teacher, please do not go to the classroom during class times. This is disruptive for the teacher and students. Teachers are available to speak to parents before and after school at pre-arranged times.

You can contact teachers either through the Seesaw App or via email links found on our school website.

EMERGENCY INFORMATION

It is essential that the confidential Student Enrolment Information Form be completed accurately when each child enrolls and is updated when necessary. This provides the school with home details, medical information, custodial restrictions and emergency contact numbers. The school must be notified immediately of any change to this information for the safety of your child.

RAISING CONCERNS

Gisborne PS has a Raising Concerns Procedure to assist families. The document outlines the steps to take to have the matter resolved. The Raising Concerns document is found on the Parent Portal under the 'School Resources' tab, or on the school website.



PLAYGROUND SUPERVISION

At recess and lunchtimes staff members are on duty in the grounds and are visible to students. Any child who has a problem or needs attention for injury or illness will be supported by one of these teachers.

BUDDIES PROGRAM

The essential characteristic of a buddy system is that it supports students' transition during their first year of school. It involves older students participating in supportive and informal activities with younger students, building positive relationships. This helps younger students to feel safe and cared for, while the older students feel helpful and valued. Our foundation students are supported by Year 5 buddies, and this continues when they progress to Year 1.

CYCLISTS

We ask parents to support us in ensuring roadworthy bicycles are maintained, helmets are worn, and good road sense is reinforced. Bicycles must be walked through the school grounds. Bike storage enclosures can be accessed via Brantome Street and Fisher Street.

MEDICATION AT SCHOOL

Medicine sent to school will only be given if necessary. All medicines are stored and administered at the office. A Medication at School form must accompany the medicine outlining time and dosage to be given. The [Medication at School Form](#) can be obtained from the Sentral Parent Portal or the school office. The medication should be clearly labelled with the child's name & dosage required.

If your child suffers from asthma, a Ventolin puffer and spacer are to be provided and kept at the school office. This must be clearly labelled with the child's name, year level and dosage. Care plans must be updated yearly. **No medication should be kept by your child in their bag.**

FIRST AID

In the case of minor accidents, first aid will be administered at school. In the case of injuries of a more serious nature, every effort will be made to contact a parent or the nominated emergency. Medical aid may be sought if contact cannot be made, and such aid is deemed necessary. The school strongly advises parents to subscribe to the Ambulance Service.

INFECTIOUS DISEASES

There are minimum exclusion periods for some illnesses. Please see the following link for further information.

www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

SECTION 3: CURRICULUM

The Victorian Curriculum guides the teaching and learning programs throughout the school. Comprehensive and sequential learning programs are developed across all seven-year levels in the following Learning Areas:

- ❑ English
- ❑ Mathematics
- ❑ The Arts – Visual and Music
- ❑ Health & Physical Education
- ❑ Humanities – History and Geography
- ❑ STEM – Science, Technologies, Engineering and Maths
- ❑ Languages – Italian

For further detailed information refer to our website.

PURPOSE, PEDAGOGY, AND CURRICULUM

High value is placed on minimal disruption to the daily two-hour English and one-hour Maths sessions.

Teacher learning is undertaken in Professional Learning Communities (PLCs), with teachers learning from each other focusing on refinements using High Impact Teaching Strategies, goal setting based on student needs and monitoring of student learning.

The school culture nurtures creativity and imagination through Literature and the Arts. There are intervention and enhancement programs at all levels for English and Maths as well as additional supports for Social and Emotional Learning. Our specialists programs include Physical Education, Science & Technologies, LOTE (Italian) and The Arts (including Visual Arts & Music). Other learning areas include Humanities and Health with the Victorian Curriculum Capabilities (Critical and Creative Thinking, Ethical, Intercultural and Personal and Social) incorporated into key learning areas across the curriculum. Digital technologies enhance learning in all curriculum areas. The school is committed to continually improving technology infrastructure throughout the school. Every year level has access to devices.

EXTRA-CURRICULAR PROGRAMS

Visiting specialist music teachers provide private lessons in instruments such as piano, keyboard and guitar that can be arranged during school hours. These programs, in addition to Physical Education/Health, Personal and Social Capabilities contribute to the school's commitment to the 'Healthy Schools Achievement Program', which guides the health and well-being of students, increases engagement and decreases absences.

EXTENSION ACTIVITIES

Gisborne PS has a number of learning programs for students who require extension. These include:

1. Teachers modify the curriculum to meet children's individual learning needs. Within year levels learning tasks are differentiated enabling each child to develop his/her strengths.
2. Children in the middle and upper school are encouraged to enter various Australia wide competitions e.g. The International Competitions and Assessments for Schools (ICAS), Maths Olympiad Maths Games and Writers Group. Children who excel at sports events are encouraged to enter sporting competitions at district, division and state levels.
3. Visiting instrumental teachers provide music tuition on a user pay basis for interested students in violin, flute & clarinet and keyboard and piano.
4. Interest based clubs e.g. Running Club, Choir etc. maybe offered to children during lunchtimes

STUDENT LEADERSHIP

Students at Gisborne PS are encouraged to build agency and their 'voice' in everyday learning and through the many leadership opportunities offered. Our School Captains lead school events, assemblies and school tours and represent the school at community events such as Anzac Day.

Other leadership initiatives include Class and House Captains. Each classroom is led by two Class Captains with representatives, when needed, for the Arts, Library, STEM, Sports, Communication, Health, Sustainability and Community groups each led by Year 6 students.

INTERSCHOOL SPORT

All children in Years 5-6 have the opportunity to participate in interschool sport in a range of activities. These include:

- Athletics, Tennis, Swimming, Cricket, Football, Netball, Cross Country, Basketball and Soccer.

EXCURSIONS AND CAMPS

Many opportunities are offered within the curriculum for educational visits to places of interest with relevance to topics covered. Teachers plan excursions to support and extend classroom learning experiences. Currently, school camps are conducted every year for Years 3, 4, 5 & 6 and are reviewed regularly.

LIBRARY RESOURCES

Each week children will be given the opportunity to browse and borrow from a large selection of library books.

DIGITAL TECHNOLOGIES

Students have access to iPads and netbooks and the use of these is supervised. Gisborne Primary School has a policy regarding students use of devices and technology. This is to be read together and signed by both the student and the parent at the beginning of the school year. The school supports the recommendation that children under 13 not use social media. Our internet service is filtered to block inappropriate content where possible.



SECTION 4: FOUNDATION ENROLMENT INFORMATION

FOUNDATION TRANSITION PROGRAM

Our school operates a comprehensive transition program with the local kindergartens. The children are given the opportunity to attend our school in Term 4 2025 to meet the classroom teachers and to familiarise themselves with classroom routines and programs. More information about this is included in September in your enrolment letter of offer. Further resources will be made available online for parents to assist them with the transition process and their children starting school.

SCHOOL STARTING AGE

To start primary school your child will need to turn five years of age by 30 April of the year that they start school.

Your child must be at school in the year that they turn six years of age - this is the compulsory school starting age.

If you are concerned about whether your child is ready for school, please discuss the matter with your child's pre-school teacher or the school.

ENROLING YOUR CHILD IN FOUNDATION

You will be required to complete an enrolment form for your child. A copy is available at our website. A copy of your child's birth certificate and immunisation certificate should also accompany the form. The form should be completed and submitted by the 27th of July 2025. We confirm enrolment places by 8th August 2025.

ENROLMENTS & PLACEMENT POLICY

Students residing within our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. Go to the website <https://www.findmyschool.vic.gov.au/>

Our school manages enrolments using the DET Placement Policy to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places. Enrolments for students who reside outside of our zone, will be determined on a case-by-case basis, in accordance with the Placement Policy. Please see the below link for further information:

[Enrolment: Designated neighbourhood schools – school zones | education.vic.gov.au](https://www.findmyschool.vic.gov.au/)

ENROLMENT AND IMMUNISATION

A school entry immunisation status certificate is required along with an enrolment form to enrol your child into primary school. This certificate must be issued by the Australian Childhood Immunisation Register (ACIR).

You can obtain a copy of your child's immunisation details at any time:

- through your [Medicare online accounts](#) or Medicare Express App
- by calling the Immunisation Register on 1800 653 809

INFORMATION WE NEED TO KNOW TO SUPPORT YOUR CHILD

Parents should inform office staff / teachers of:

- (1) any additional needs your child may have;
- (2) any worries your child may have about school;
- (3) changes in family situations;
- (4) changes in address or contact details;
- (5) changes to arrangements for collecting children from school;
- (6) toileting problems.

We can then direct you to the most relevant staff member.

FOUNDATION STUDENTS STARTING SCHOOL IN 2026

PROCEDURE FOR BEGINNING SCHOOL

The start date for Foundation in 2026 will be:

Thursday 29th January, 8.55am – 1pm

Foundation students will **NOT be required at school** on the following days:

Wednesday 4th February 2026

Wednesday 11th February 2026

Wednesday 18th February 2026

Wednesday 25th February 2026

*** Individual testing will occur on these days. More info provided later in 2025*

BEFORE AND AFTER SCHOOL PROCEDURES

We encourage that our students are dropped off by their parents at the school gate each morning between 8.40am and 8.50am. This develops independence and responsibility. A teacher will be there to support students. Our Foundation students will be walked to the gate on Prince Street each afternoon to meet their parents.

TOILETING

During the first month, children will be taken to the toilet as a class by the teacher at times other than regular recess periods.

If you have any problems concerning your child, please do not hesitate to discuss it with the teacher. If there are any concerns, we recommend you put a spare set of clothing in their bag. Teachers and support staff handle these situations sensitively and discretely.

FOUNDATION TRANSITION ASSESSMENTS 2026

As part of Gisborne PS commitment to quality and purposeful education, we ask that you bring your child to school for an hour long assessment so that we can plan a program that will foster your child's interest and enhance their learning from day one at school. The assessment has a strong emphasis on English and Maths and is a great chance for your child and their teacher to get to know each other. Parents will be notified of dates and times available to make a booking. Bookings are required. Assessments usually occur in the first 3 weeks of Term 1.

Exact dates and times for individual student testing in 2026 will be advised separately.

DISMISSAL TIMES & PICK UP

Make sure your child is aware of the finish time for each school day and where you expect to meet. Please communicate with your child's teacher if they are attending after school care.

GRADE PLACEMENTS

Your child's pre-school teacher will group students and advise Gisborne PS staff of their recommendations for student placement. Gisborne PS staff will prepare grades in consultation with pre-school staff. Friendships will be looked at with your child's best interests at heart but we will also take into consideration an optimal learning environment for all. Families will be given an opportunity to provide friendship information as part of the enrolment acceptance process.

SCHOOL LUNCHES

Children will require play lunch and a separate small lunch. These will be eaten in the classroom in the 10-15 minutes prior to recess and lunch breaks. At Gisborne PS we promote sustainable practices such as 'nude food' (no wrappers) and healthy food for optimal learning.

Children are encouraged to drink water from their drink bottle throughout the day and snack on 'brain food' (cut fruit or vegetables).

Lunch boxes should be easy to open and close. **Please label all items including your child's lunch box and drink bottle.**

REQUIREMENTS NEEDED

Please ensure that all possessions are clearly labelled with your child's name.

Each child is required to provide:

- Lunch box, plastic drink container.
- Art smock.
- 2 large boxes of facial tissues (these are for a class supply).
- Water bottle for classroom use.
- Library bag

ART SMOCKS

It is necessary for children in primary school to have a smock for artwork. A suggested style for infants is to make it big enough to fit comfortably over all clothing.



- **Long sleeves are essential** – plastic sleeveless smocks are not suitable.
- Elastic at neck and sleeves makes an easy garment for Foundation students to put on.

HELPFUL HINTS - WAYS TO PREPARE YOUR CHILD FOR SCHOOL

As the time approaches for your child to start school, there are a number of things that parents can do to help your child settle in easily. Here are some ideas:

- If practicable, walk your child to school so that the child knows the way. Even if you plan to drive most days, it is a good idea for a child to know their way around the local school environment.
- Point out the different school buildings and playground areas.
- Once school starts, make sure your child knows where to meet you at the end of the day.
- If children are to feel secure, it is important that they are met on time.
- Label all clothes (especially clothes that may be taken off) together with things like lunch boxes and school bags. Make sure children are familiar with their own belongings so they can claim their own items.
- Sandwiches that are individually packaged are easier to handle. We encourage the use of containers rather than plastic wrapping.
- Encourage your child's independence as follows:
 - packing and unpacking their school bag at school;
 - dressing themselves, doing up zippers, buttons and putting on socks and shoes;
 - going to the toilet and washing their hands;
 - knowing where their food and drink is in their school bag;
 - being able to look after their belongings such as knowing their own school clothes which are clearly labelled;
 - carrying their own school bag;
 - being able to tidy up;
 - knowing how to open their lunch box and drink containers.

We look forward to welcoming your family to the Gisborne Primary School community.



Starting primary school?

Immunisation information for parents enrolling a child

By law, your child must have an immunisation status certificate to enrol in primary school.

Why immunise?

Children starting school are exposed to a large number of people and to a range of potentially dangerous diseases. Immunisation is a proven and safe way to be protected against diseases that cause serious illness and sometimes death. Enrolling in primary school is a good time to check your child's immunisations are up to date.

What is an immunisation status certificate?

It is a statement showing the immunisations your child has received. If your child has not received any immunisations, you must still provide a certificate. The school keeps a copy of the certificate so that, in the event of a disease outbreak, unimmunised children can be quickly identified and excluded from school until the risk of infection has passed.

If you do not provide the certificate to the school your child may also be excluded from school as their immunisation status will be unknown.

Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an immunisation status certificate.

How do I obtain an immunisation status certificate?

From the Australian Childhood Immunisation Register

- phone 1800 653 809 or
- email acir@medicareaustralia.gov.au or
- visit your local Medicare Office.

The most common type of immunisation status certificate is a *Child History Statement* from the Australian Childhood Immunisation Register (ACIR). You will be sent this statement when your child turns five years old, however you can request a certificate at any time.

You should also contact ACIR if you:

- are moving or have recently moved, to ensure your contact details are up to date
- think your child's statement is incomplete or incorrect.

From your doctor or local council

If your child is not eligible for a Medicare card, then contact your doctor or local council immunisation service who will be able to assist you in obtaining an immunisation status certificate.

How can I find out more?

For more information go to www.betterhealth.vic.gov.au

For translated versions of this document go to www.health.vic.gov.au/immunisation



**Translating and
interpreting service**
Call 131 450

To receive this document in an accessible format email: immunisation@dhhs.vic.gov.au

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Health
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