Latrobe Special Developmental School

Hickox Street, Traralgon
Phone 5174 1956

‘Towards Independence’
Latrobe Special Developmental School provides a comprehensive curriculum for students with intellectual and associated disabilities between the ages of 4.8 and 18 years who reside in Latrobe City.

The School provides a specialised and challenging curriculum in a supportive environment that promotes personal independence and a valued lifestyle.

Teaching and learning takes place in spacious, well-equipped rooms surrounded by sensory and attractive gardens, shaded specialised playing and outdoor eating areas. The School has a multi sensory room, multi game sports court, amphitheatre and modern junior playground and are in the process of developing a Hydro Spa area.
Towards Independence

Latrobe Special Developmental School
Hickox Street, Traralgon, 3844

The main purpose of this book is to provide a link between you and our School. It will hopefully serve as a reference so that all concerned with the school will be aware of its aims, expectations and its day-to-day organisation. When visiting we would request that you call in the office and sign in

Welcomes you to our School Community.
If you have any further queries please contact

Michelle Hibbert (Principal)

or

School Office on 51 74 1956
Email: latrobe.sds@edumail.vic.gov.au
Latrobe Special Developmental School provides a comprehensive curriculum for students with intellectual and associated disabilities between the ages of 4.8 years and 18 years who live in the Latrobe Valley. Many of our students have associated disabilities such as Autism, Cerebral palsy, sensory impairments and Downs Syndrome.

The School provides a specialised and challenging curriculum in a supportive environment that promotes personal independence and a valued lifestyle.

The strength of our School has always been the curriculum offered and delivered by Special Education trained teachers, allied health staff and aides. A curriculum which takes into account the students' individual social, emotional, physical and intellectual growth and development within the context of society.

Students have made considerable individual progress from a range of curriculum initiatives undertaken by the school. These have included:

- Increased levels of fitness and exercise due to the emphasis placed on physical education
- Improved levels of literacy derived from our participation in the Literacy initiative
- Improved overall personal confidence and physical competency gained through a comprehensive sensory motor program which incorporates bike education, sensory motor development, swimming/hydrotherapy, music therapy and physiotherapy
- Increased communication skills derived from delivery of the PECS program
- Whole school themes beginning with developed units of work and culminating in a whole school activity to reinforce learning outcomes planned for the specific theme in a fun way.

All students are encouraged to observe and follow school and class rules, be responsible for their own and others property as well as caring for their immediate environment.
Teaching and learning takes place in spacious, well-equipped rooms surrounded by attractive gardens, shaded specialised playing and outdoor eating areas. The School has a multi sensory room, multi game sports court, amphitheatre and modern junior playground and are in the process of developing a Hydro Spa area.

Our school values the interaction within the Latrobe Valley, which enables us to develop age appropriate community based programs. The wider community is accessed to assist students in developing their social skills and competencies. Our students are able to be involved in programs within the community with relative ease with a public bus stop at the front of the school and we have three school owned buses (two with wheelchair access) The progressive curriculum aims for students to become confident, independent and participating members of this community. In all, the school provides an integrated education in a safe and mutually respectful environment.

Our School Council is a versatile and cohesive team who diligently work to respond to issues. Department of Education and Early Childhood Development directives and to assist in the development of policies as well as the many other jobs involved in maintaining and advancing a school. School Council has the authority to grant four school closure days for curriculum purposes and one School Council Holiday per year. These days will be advised via the Newsletter by beginning of Term 2.

Our Parents Group is a core group of people who meet to enjoy informal cuppa mornings, fathers nights or to listen to the occasional guest speaker. The focus role of this group is to give parents the opportunity to interact in an environment where they feel comfortable to discuss issues which are important to them.
School Units

Junior
The Unit works to provide opportunities for students to develop social skills. This is done primarily through the provision of an integrated arts activity, PECS session and during leisure time.

Middle
The Middle Years of Schooling at Latrobe Special Developmental School is a time when many students are developing rapidly, physically, mentally and emotionally. The Middle Years curriculum places emphasis on providing opportunities for a greater breadth and depth of academic skill development within a learning environment which promotes independence, interdependence and self motivation. It is a time when students are encouraged to develop deeper levels of thinking and application, evidenced within decision making processes, accepting responsibility and the development of functional life skills.

Apex House
Apex House is a group of six students from across the school which caters for the specific needs of each student. The program for this group of students involves daily physiotherapy, weekly hydrotherapy sessions, mealtime assistance and the use of specialised equipment to enhance their school program. Each student has a buddy room in the school which they go to on a regular basis to participate in such programs as shopping, community access, swimming and music. This gives the opportunity for each student to interact socially with their peers on a regular basis. Apex house gives those students with high needs in the school a safe and secure environment with specialised equipment and staff to offer a very specialised program focussing on their particular needs.

Seniors
Primary Focus being the preparation for adult life and post school options. The seniors are now located in their own purpose built environment of the Independent Living Centre. The students are encouraged to be responsible for the complete management of the unit. Overriding components of the senior program involves choice and decision making and following through in these choices. Each student is supported in developing their own Individual plan and pathway to the best of their capability. Sailing, alternative setting programs, Advance, Community Service, Transitioning, Recreation Programs and choices complete their curriculum.
Staffing

Principal
Michelle Hibbert

Assistant Principal
Barb Walsh

Teaching Staff

Room 1  Nicole Ball
Room 2/3  Ben Taylor, Kathy Rieniets, Kelly Lewis
Room 4  Peter Bryant
Apex House  Brenda Bicket
Room 6  Jen Morrison
Room 7  Melinda Patterson
Room 8  Alison Pollock/Robyn Hoggins
Room 10  Julie Durward
Room 11  Damian Lappin/Jane Ang
Seniors  Helen Clifton and Matt Pavey
Physical Education  Simon Harrison

Allied Staff

Physiotherapist  Megan Williams
Occupational Therapy  Monica Coppola
Speech Pathology  Fiona Derham

Business Manager
Barb Greenough
Wendy Greenough

Chaplain
Shelly Ogden

Classroom Assistants

Room 1  Janelle Taylor
Room 2/3  Sam Killeen & Vicky Tudor
Room 4  Jenny Davidson
Apex House  Maryanne Haesler, Kyla Downe
Room 6  Anne Coleman
Room 7  Sharon Azzopardi
Room 8  Jenny Twite/Taryn Silby
Room 10  Lorraine Beyer
Room 11  Tom Saleta/Di Enguell
Physical Education  Clayton Tebb
Hydro Asst  Jenny Twite
Allied Health Aid  Kerry Farrugia

Maintenance
Handyman  Kevin Simpson
Gardener  Bev Witnish
Cleaners
School Finance

Our School receives funds from the State Government in the form of a Student Resource Package which consists of a core allocation for each student depending on their age and size adjustment supplementation and the application of the six level Program for Students with a Disability Funding Index.

It provides funds for salaries and associated on costs, operating expenses and maintenance and minor works in a single line grant.

It is the responsibility of the School Council to match financial and staff resources to the learning needs of the students.

Our School asks each family to pay a voluntary school levy of $80.00 per year. This can be paid in quarterly instalments of $15.00. The money is utilised to supplement the cost of maintaining the three School owned buses.

Small fundraising activities are held throughout the year to enrich the specialised curriculum offered.

Educational Maintenance Allowance is a State Government funded allowance of parents who are in receipt of Centrelink or associated payments. Primary School students receive $210 per year and Secondary Students receive $420.00. This is paid in half yearly instalments 70% first term and 30% is paid at the beginning of Term 3. Each payment is paid in two separate payments— being half amount due payable to School and the remaining half to the parent. Our School encourages parents to credit their portion to their child’s EMA account at School as funds are utilised to supplement weekly school costs.

Weekly School Costs are sent home each week for the following week. Costs vary according to age and level in School and the programs being conducted within each classroom.
School Info

School Hours
Students are transported by contract buses to and from School each day and participate in the school programs between the hours of 9.00 a.m. and 2.30 p.m.

Transport
Students are placed in various buses according to the geographical logistics of the area in which they live. Contact numbers for the buses are below:

Churchill/Traralgon    0427 882220
Moe/Morwell     0412 058616
Moe/Tyers/Traralgon   0427 347079
Traralgon      0427685740 or 0408172106

If your child is unable to attend School it would be appreciated if you would notify the bus driver or if absence is known in advance—please advise School. Please see attached transport policy.

School Uniform
• We encourage our students to wear navy blue clothing and our only request is that when purchasing clothes for School that this colour be purchased.
• All students are requested to have a School hat with a broad brim for sun protection during School programs. We also require students to be supplied with sunscreen.
• School badges with our School logo which may be sewn onto the above uniform are obtainable from the office for 50c each.
• Our School requests that all clothing and personal items be labelled clearly with your child’s name.

Lunches
• Lunches are either bought from home or incorporated into the daily program. Any costs incurred are included in a weekly fee sheet.
• Students are able to order their lunch from a local shop on Fridays. Please see attached sheet for details.
Transport Policy

GUIDELINES FOR PARENTS/CARERS

Bus Schedules
Bus schedules are developed to ensure students spend agreed times travelling on the buses. It is important for parents to have students ready to board when the bus arrives and to be waiting for the bus in the afternoon. When students are absent buses can run early especially in the afternoons. If the student is not at the pick up point in the morning the driver will wait for 2 minutes and then proceed with the journey. Drivers are not permitted to sound the horn to announce arrival.

It is also required that the parent or a responsible adult is at the student’s designated stop in the afternoon. If parents / carers are not at the pick up point in the afternoon the driver will wait 2 minutes and then proceed on the journey with the student. The bus company will notify the school immediately to arrange an alternative stop for collection of the student by the parents. Students will not be left unattended at drop off points.

Absences
If your child will not be attending school please contact:
The bus your child travels on after 7.15am using the mobile number provided by the school at the beginning of the school year or;
If known prior to the day notify either the driver or the school and this information can be recorded in the school bus diary.

Student Information
In order for students to access transport services, home and emergency contact numbers and any information regarding special requirements must be provided. Permission must also be given for this information to be forwarded to the bus company management if appropriate.

General Guidelines
• Parents/caregivers will supervise their child to the bus when it arrives and meet their child at the door of the bus at the times as advised by the bus timetable.
• Parents / caregivers are not permitted inside the bus. Students are to be given to the bus supervisor at the door. Once a student exits the bus they are the responsibility of the parent/carer.
• Parents will notify the school if there is a change in the person meeting the student and ensure suitable identification is carried and shown to the bus chaperone by that person.
• Any variations to bus arrangements must be discussed directly with the assistant principal at the school not personnel from the bus company.
• Parents of students who travel in wheelchairs must ensure that their seatbelts and safety harnesses are fastened and adjusted properly.
• In the event of a bus breakdown parents / carers will be notified by the school.
• Parents are not permitted to travel in the bus. Only authorised DE&E.C.D. staff are permitted to travel on the buses.
• Any concerns/complaints regarding school runs must be directed to the assistant principal who will then discuss it with the bus company and possibly DE&E.C.D.

Rules of the Bus
• All students must remain seated with seat belt on until bus is parked.
• Students are not to alight a bus until a staff member/parent is available to receive them.
• Keep the aisle clear of bags, feet, legs, etc.
• Talk quietly, do not yell or scream as this distracts the driver.
• No swearing.
• Keep all parts of body and other objects inside bus at all times.
• Follow all directions given by bus driver / chaperone.

Incidents arising which relate to inappropriate student behaviour will be noted by the bus chaperone in the bus diary. The Assistant Principal will discuss appropriate consequences and management strategies for recurring issues with parent/caregivers and the student’s teacher. It may be deemed necessary for a student to be suspended from using the bus service.

The school has a more extensive policy which sets out procedures for emergency, breakdown, etc parents can request a copy from the school if required.
Student Diaries are supplied to each student. These are an important communication tool for families and school. They are used daily to communicate messages between School and Home. (Notes or letters may also be used.)

Telephone—School Phone No. 0351 741956 - Principal and Teachers are available for discussion by phone. It is preferable for teachers to talk to parents between 8.45 a.m. and 9.00 a.m. and 2.30 p.m. and 3.45 p.m. (with the exception of Tuesday and Wednesday nights). During class times it is not always appropriate for your child’s teacher to speak with you.

Absence notes are required for student absences and we request that all parents complete the pro forma supplied in the back of your child’s diary.

Our School Newsletter is produced weekly containing information, unit reports etc. Further information may be obtained from the Office.

Formal Parent/Teacher reporting is held twice yearly, usually incorporated in a Student Support Group meeting. A written student progress report is sent home mid year and a recommendations report is sent home in December for the following year.

Our Annual Report to the School community is published annually and is made available to parents by request.

Change of Address/Emergency Contacts
It is imperative that we can contact you in case of emergency. Please notify the school if you change your address, phone number or the person/s who will care for your child in emergency.

You will automatically be asked to upgrade this emergency information at the beginning of each school year. Further information on this procedure is given in the attached Privacy Notice.

School Access
Students are not able to leave the school without parental permission and must be signed out via the office.
Information about the Enrolment Form. Please read this notice before completing the Enrolment Form.

This confidential enrolment forms asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that our School can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Latrobe S.D.S and the Department of Education and Training are required by law to protect the information provided by this enrolment form.

Health information is asked for so that staff at Latrobe S.D.S. can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child’s doctor. Latrobe S.D.S. depends on you to provide all relevant health information because withholding some health information may put your child’s health at risk.

Latrobe S.D.S. requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to our School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Jane Haustorfer if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that Latrobe S.D. S. may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to us.

Student Background Information

This includes information about a person’s country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Latrobe S.D.S. receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to other without your consent or as required by law.

Visa status

This information is required to enable our School to process your child’s enrolment.

Media distribution

The purpose of media coverage is to promote the quality education that takes place at our school and to allow parents and the community another avenue through which to observe our student’s learning.
Student Medical Info

School Notes are required for all student absences—Either on the supplied school form or via written notification in your child’s student diary.

Immunisation Certificate
All children enrolling in Prep will require an immunisation certificate available from the local council. This must be presented at enrolment. A child is deemed to be immunised when she/he has received immunisations against Diphtheria, Tetanus, Poliomyelitis, Measles and Mumps.

Medication/Emergency Cards
- Medical information on file will be updated at the start of each year. A copy will be given to your child’s teacher and a copy will be kept in the General Office.
- No medication will be administered at school by staff or children without the written consent on the supplied form, stating the type of medication, quantity and times to be taken. Copies of these consent forms are available at the office or via request in your communication book. Medications must be sent to school in the original packaging with clear instructions from the treating doctor.
- School should be advised of any new medical condition that may arise with your child during the year so that records can be update.

Infectious Diseases Exclusion Table—please see attached list.

Head Lice—If students have head lice, students must be treated before returning to School.

Swimming Medical Permissions
The School requires a medical certificate giving permission for students to go swimming if they are epileptic or asthmatic. Such a certificate is valid for twelve months. A new certificate is required for a period of twelve months or earlier if a further episode of loss of consciousness is known to have occurred.

Down’s Syndrome Medical Permission
An Atlanto-axial X-Ray is required for Down’s Syndrome students also to participate in horse riding, gymnastics, trampolining and swimming.
School Safety

**Code of Conduct**

Independence in living and learning requires students to take responsibility for behaviour towards others and for efforts in learning. Respect for self and others is to be encouraged. Our School believes that a positive approach to behaviour is necessary to foster the development of personal responsibility and self discipline. The following procedures help in the positive reinforcement and improvement of self concept.

- Concentrating on student’s strengths
- Student Code of Conduct
- Motivating students by teacher enthusiasm. Provide good models of desired behaviour
- Praising efforts made

**Emergencies**

In case of an emergency such as fire or accident involving the School as a whole, the school has a Displan procedure known by staff to ensure the safety of all. The students will experience a fire drill regularly, so students are also familiar with this procedure. Students are supervised at all times and in the event of a major emergency the school will come under the control of the police/emergency services.

**School Displan**

- Front Driveway will be clear at all times.
- Business Manager will give emergency instructions via intercom and contact necessary Emergency forces.
- Alternative siren to inform school of emergency should intercom be out of action.
- Classes to leave main building by either North, South or East door whichever is accessible and closest.
- Apex House class to leave Apex House by North, South, or West door.
- Senior block classes to leave buildings via ramps and use back driveway unless fire is in Apex House and then front driveway will be used.
- All classes and staff to assemble in North playground if appropriate.
- Alternate assembly area is the Netball Court as directed.
- Principal will check rolls.
# Infectious Diseases

The School requests that you do not send your children to School if they are ill prior to departure from home or if they are not fully recovered from an illness. Some diseases require the child to be excluded from School. See following information.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Patient shall be excluded from School</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIDS</td>
<td>Children with an Antibody Positive Status who have been infected by the AIDS-related virus should not be excluded from School or isolated within the School. Those who have been infected by the virus are not obliged by law to inform the School.</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Until fully recovered. Note: some remaining scabs are not an indication for continued exclusion.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until at least two negative nose and throat swabs have been obtained at intervals of not less than 48 hours, the first swab taken not less than 24 hours after cessation of antimicrobial therapy.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Until a medical certificate of recovery is produced or on subsidence of symptoms but not before 7 days after onset of jaundice.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Until stores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressings.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until a medical certificate satisfactory to the Department of Health is produced.</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least seven days from appearance of rash or a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>Until a Medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Pediculosis (Head Lice)</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate. For info on this contact your local Shire or Municipal Office.</td>
</tr>
<tr>
<td>Pertussis (Whooping Cough)</td>
<td>For four weeks or until a medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>For at least fourteen days from onset and also until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced supported when requested by a medical certificate.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Until fully recovered and at least four days from the onset of the rash</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced, supported when requested by</td>
</tr>
<tr>
<td>Disease</td>
<td>Isolation Period</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------------</td>
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<tr>
<td>Streptococcal infections inc. Scarlet Fever</td>
<td>Until a medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until a medical certificate is produced stating patient is no longer infectious.</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid</td>
<td>Until three successive negative faecal and urine cultures obtained at 24 hour intervals commencing at least 72 hours after cessation of specific therapy.</td>
</tr>
</tbody>
</table>
Hi!

We trust you have learnt a little more about Latrobe Special Developmental School after reading this document and would request if you need any further details about any matters relating to our School or D.E.&E.C.D. Schools you contact us immediately.

However, we would also request if you have any comments, feedback or general hints on how we could present our information or what further information we should include in this document, we would be most grateful if you dropped us a short line or a phone call.

_________________________

NAME (Optional)

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P.O. Box 763, Traralgon                                       Telephone 51 74 1956.