

# The Reservoir VIEW



Thursday 21st of July

*Reservoir Views Primary School acknowledges the Wurundjeri people of the Kulin nation as the traditional custodians of the lands where we live, learn, work and play.*

## Important Dates - Term 3, 2022

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Wednesday the 27th of July	School Council at 6pm
Thursday the 28th of July	FA, FB and F/1 at the Melbourne Zoo
Thursday 4th of August	Foundation - 100 days of school
Friday the 5th of August	3/4 Basketball Tournament at Reservoir High School
Tuesday the 9th of August	Pupil Free Day
Thursday the 1st of September	School Concert
<b>2023 ENROLMENTS - Please contact the school to book in a school tour with our Principal and Assistant Principal</b>	

Dear Reservoir Views students, families and local community members,

It has been a very exciting start to the term with our school discos held on Friday evening. 170 students attended and they were loads of fun. I'd like to thank all of volunteers who helped organise the disco and supervise on the night. After having to reschedule and ultimately cancel this event last year, everyone was ready for a boogie!





## **SAVE THE DATE - SCHOOL CONCERT THURSDAY THE 1st OF SEPTEMBER!**

Students and staff are busy working on our school concert.

The venue will be the Preston Town Hall and we will be having a matinee and evening performance. Finalised information with concert times and ticket prices will be sent home shortly. This is another really exciting event, we have had to postpone it over the last two years.

## **OUR NEW SHADE STRUCTURE**

Our new school shade structure was installed earlier this week. This area will be an outside learning area as well as a space for students to use during break times. I'm looking forward to seeking quotes to place synthetic turf down, outdoor furniture and possibly a mural on the brickwork.



## UPCOMING DATES / EVENTS THAT REQUIRE YOUR SUPPORT

At our latest community meeting we collated a list of events for the remainder of the year that will require volunteers.

Upcoming events:

- Wednesday 31st August - **Father's Day / Special Person's Day Stall**
- Thursday 1st September - **School Concert**
- **Preparing for our end of year Christmas hamper raffle event** this will start this term
- Saturday 26th November - **Election Day BBQ at school**
- We will also be exploring a student event in term 4 such as a colour run

## AN EXPECTATION ON THE WEARING OF FACE MASKS AT SCHOOL

Earlier in the week I sent our communication via Compass seeking community support to help protect each other as much as we can from COVID and other illnesses.



Dear parents and carers

We are writing to you as parents/carers of a child or children in government, Catholic and independent schools across Victoria.

The Victorian Department of Health strongly recommends that face masks are worn in indoor settings.

As a result, we are asking all students aged 8 and over and all staff in all schools across Victoria to wear masks when in class (except where removing a mask is necessary for clear communication) from now to the end of winter.

Students won't be required or expected to wear masks when outdoors, and this expectation won't stop student participation in the full range of school activities, including music, sport and performances.

We are asking for your support in explaining to your child or children the importance of this simple step that will help keep our schools as safe as possible.

We also ask that you make sure your child (or children) takes a mask to school (and wears it if they are travelling on public transport) or collects a mask when they arrive at school.

We all appreciate how important it is for students to be back at school. This action will help make sure as many students and staff as possible are protected from COVID and other winter illness.

Thank for your help with this collective effort to keep our communities safe and healthy.

**Dr David Howes**  
Deputy Secretary

Victorian Department of  
Education and Training

**Michelle Green**  
Chief Executive

Independent Schools  
Victoria

**Jim Miles**  
Executive Director

Catholic Education  
Commission of Victoria

## CHANGES TO COVID VACCINE REQUIREMENTS

There have been significant changes to statewide mandates and requirements for schools since the end of last term.

There are no longer requirements for school staff to show evidence of vaccination status.

Parents, carers and other adult visitors are not required to show evidence of vaccination status when performing work or volunteering at the school.

Parents and carers who have COVID-19 can transport their non-COVID-19 children via private vehicle to their school when an alternative person is not available to assist. This means that parents and carers will be able to leave COVID self-isolation to take their nonCOVID-19 child to school or school holiday programs via a private vehicle. The parent or carer must travel directly to and from the school only. They must remain in the vehicle at all times, unless it is reasonably necessary to leave the vehicle to walk the child to and from the entrance of the school safely. They must wear a face mask at all times.

Family members are asked to continue reporting positive COVID-19 cases to both the Department of Health and the school. You must also let the school know if your child is a close contact. Students who are close contacts and want to attend school should still take five RATs over seven days and wear a face mask whilst indoors if they are aged 8 years or over. Students should continue to stay home if they are unwell, even if they test negative on a RAT.

Rapid Antigen Tests will continue to be sent home throughout the term and this will continue for the remainder of the year.

Can I please ask that you do not send your child to school if they are unwell, regardless of testing negative for Covid-19 or not.

### UPDATED SCHOOL POLICIES

Over the last couple of months we have been updating all of our school policies. I will be including policies in each fortnightly newsletter for the remainder of the year. I have included the *Visitors Policy*, *Volunteers Policy* and *Respect for School Staff Policy*. All of our school policies are located on our website

<https://www.reservoirviewsp.vic.edu.au/policies>

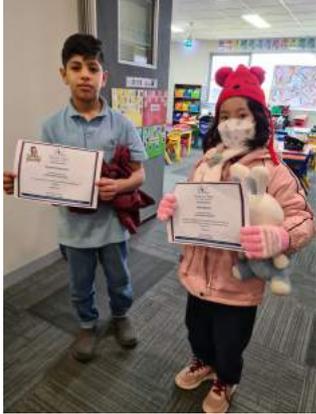
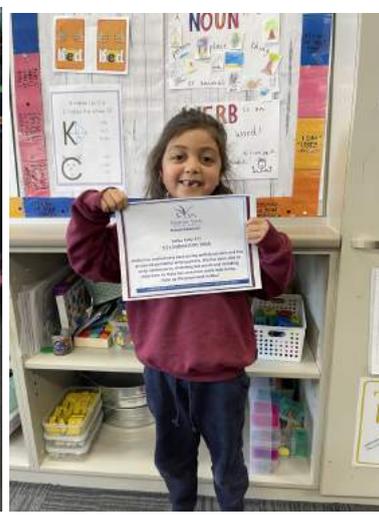
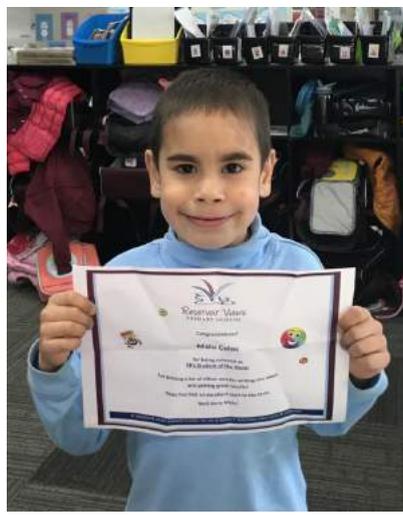
### LANGUAGES WORKING PARTY

I am really excited about reintroducing a Language Other Than English (LOTE) program at Reservoir Views in 2023. A languages working party that consists of school staff and parents was formed last term to establish the preferred language for the program. Surveying our school community to understand your preferences for the language program moving forward is a key part of this process.

The languages working party has shortlisted 3 languages; **Auslan**, **Italian** and **Spanish**. I will send out a Compass post tomorrow that will include a link to a small online survey to gather your preference.

### STUDENTS OF THE WEEK





## PLANNING FOR 2023

I am currently planning our 2023 class structures. If you know your child will not be attending Reservoir Views in 2023 (and they are not currently in Grade 6) can you please let the office know. This helps with workforce planning, thank you.

Warm regards,

Steve Stafford  
Principal.

# FOUNDATION/1

## NUMERACY

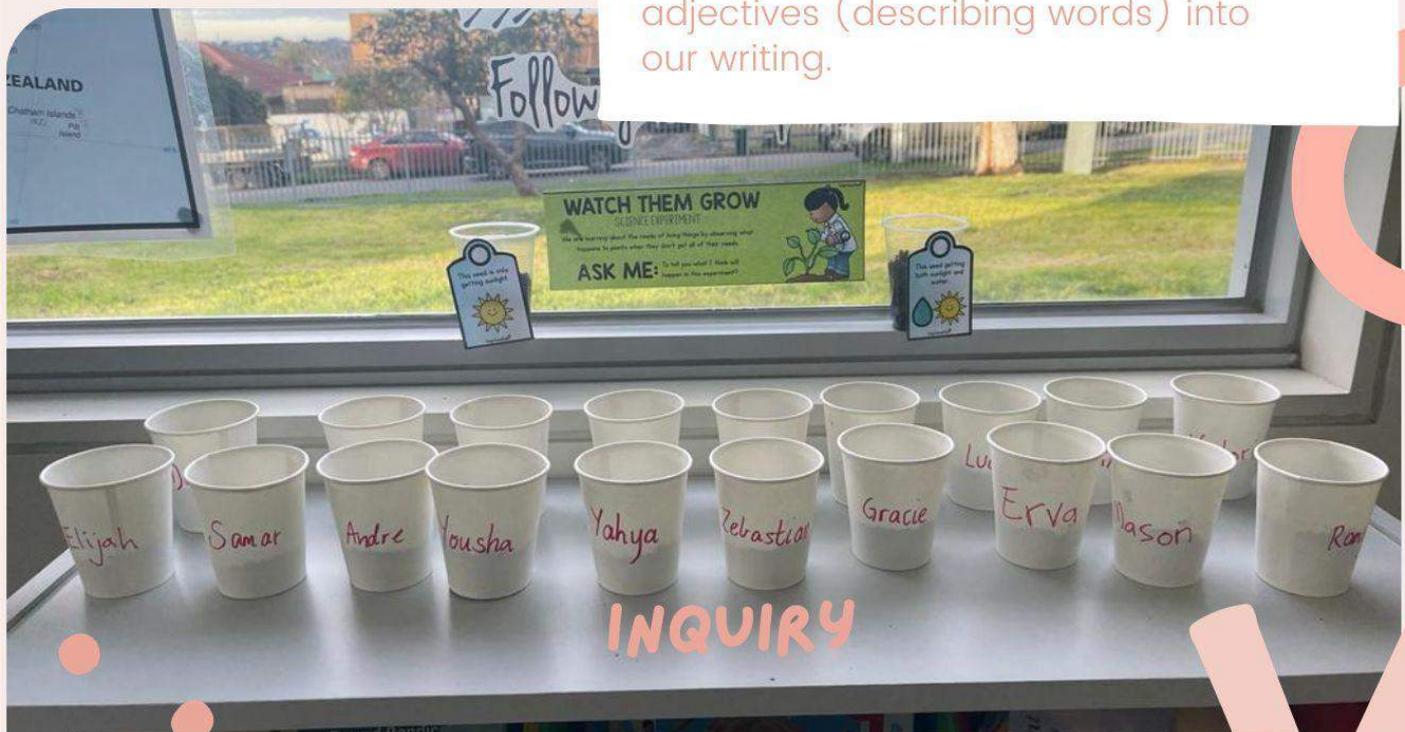
This term Foundation students have been learning about teen numbers. We know that teen numbers have ten and then some more.

## LITERACY

Language Comprehension - we are exploring the features of fiction and non-fiction texts. We read the book "Guess the Baby" and brought in our baby photos to see how much we have all changed as we have grown.

Phonics - we have been focussing on the "w effect". The w has a bewitching effect on the letter a making the sound into an /o/ sound eg: was.

Writing - we have learnt about nouns and verbs and are now introducing adjectives (describing words) into our writing.



## INQUIRY

In our Inquiry unit we are investigating the needs of living things. We have planted bean seeds and are watching them grow. We know that plants need water, air and sun to grow. We are excited to learn more about living things when we meet the zookeepers next Thursday at the Melbourne Zoo.

# FOUNDATION/1

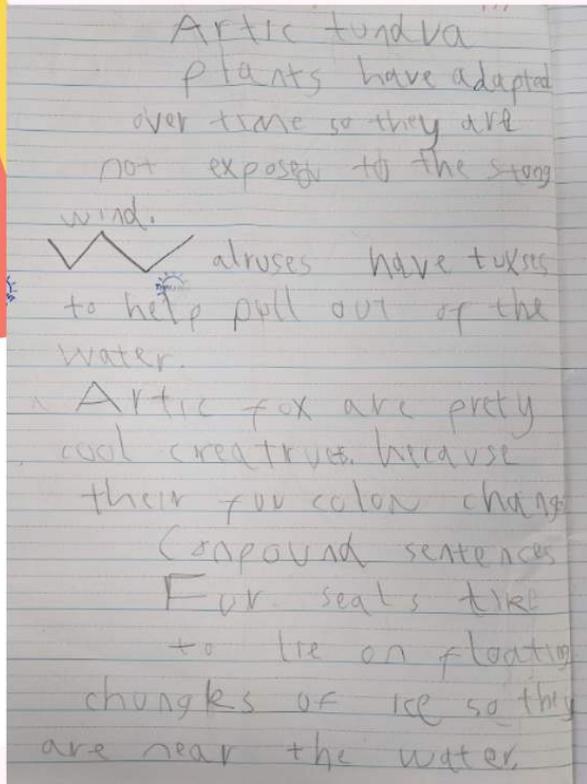


# LEARNING IN THE 1/2/3 Area



## LITERACY/INQUIRY

This term, we are learning about animals and their habitats. We have learnt that living things require food, water and shelter to survive. This week we have been learning about Arctic habitats and the animals that live in this region. We have learnt that that a tundra is a treeless area in the Arctic. Not many animals and plants can live here because of the freezing temperatures. The animals that do live here have had to adapt in order to survive in this environment. We are excited to learn more!



## SPECIALIST DAYS

Monday	Tuesday	Wednesday
1/2B and 2/3A PE	1/2B Art	1/2A and 2/3A Art
	1/2A PE	1/2A & B Library
	2/3A Library	Music

## MATHS

Over the past couple of weeks, the 1/2/3 students have been learning about fractions, and how to read analogue clocks.

They have been doing an awesome job making connections between the 2 units and using those connections to help them learn. We also had fun using our fraction knowledge to make geometric art.



## ANY QUESTIONS? EMAIL US OR POP IN FOR A CHAT

1/2A Tegan - [tegan.veitch@education.vic.gov.au](mailto:tegan.veitch@education.vic.gov.au)

1/2B Dylan - [dylan.mangione@education.vic.gov.au](mailto:dylan.mangione@education.vic.gov.au)

2/3A Isabel - [isabel.anderson-kenny@education.vic.gov.au](mailto:isabel.anderson-kenny@education.vic.gov.au)

# TERM 3 IN YEAR 3/4



We hope everyone had a wonderful and restful holidays!

## Making Sundials

The Year 3/4 cohort made sundials in their first week back at school. This related to our topic, **Day and Night**, where ancient civilisations used sundials to tell the time before analogue and digital clocks were invented.

The kids had a great time in the only sunny day we had this week. This was useful as they could practise telling time using their sundials.



## Day and Night

With our current inquiry topic, students have been learning a lot about how the Earth is tilted, and rotates and revolves around the Sun. They learnt about why we have seasons and the difference of seasons between the Northern and Southern Hemisphere.

Our students have made a mini model of the Sun, Earth and Moon's rotation and revolution. This was a fun and creative exercise for our kids to do.



3/4A  
3/4B

[chay.baker@education.vic.gov.au](mailto:chay.baker@education.vic.gov.au)

[suelynn.petrella@education.vic.gov.au](mailto:suelynn.petrella@education.vic.gov.au)

# YEAR 5/6 AREA

## newsletter

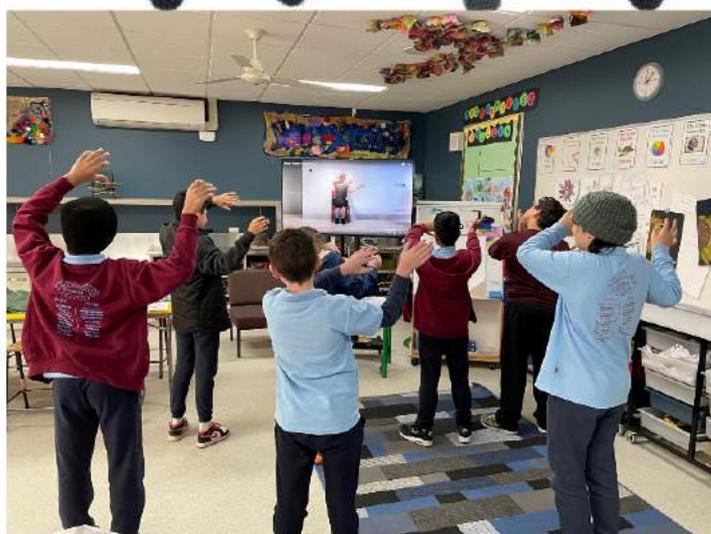


### Welcome back...

Students have returned to school refreshed and energized after their break and have enjoyed reconnecting with their friends. Cohort meetings have been a great place for students to share their thoughts and feelings about their learning with their peers.

### Inquiry

This term students will be investigating concepts around sustainability. To begin our learning, we have learnt about floods and fires. Students have investigated the causes of these disasters and their effect on communities. Later in the term, we will link this knowledge and investigate how our actions impact our Earth.



### School Concert

Students have started practicing for our school concert item. The grade 5/6 students are performing a mashup of songs about Australia.

### Home Reading and Homework

Please provide time for your child to read every night for 20 minutes and remember to get them to read aloud for a few minutes too. This helps improve their reading fluency. Remember, homework is sent home each Monday and is due back on Friday.

### Timetable

**Monday:**

PE 5/6A

**Wednesday:**

Concert practice - both grades

**Thursday:**

Music - both grades

Art - both grades

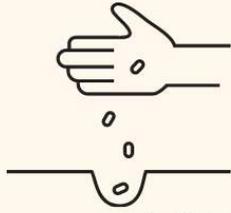
PE 5/6B

**Friday:**

Sport - both grades

Concert practice - both grades





# GRUB CLUB



EXPLORING SUSTAINABILITY AT SCHOOL

## Wormy worms

Since last term we revamped our worm farm with new soil, peat and 500 new worms.

This week Chad came in to check up on our worms. He taught the students on what worms eat. Students added in more brown and green matter for the worms to enjoy.



Before our holidays we had planted some new seedlings including broccoli, cauliflower and two types of kale. They are growing beautifully and enjoying the cold climate.

**Thank you to Chad who helped tremendously in fixing up our garden beds and our grub club students who helped to plant our new seedlings.**



**GRUB CLUB IN TERM 3 IS ON TUESDAYS AT LUNCHTIME - ALL WELCOME!!**

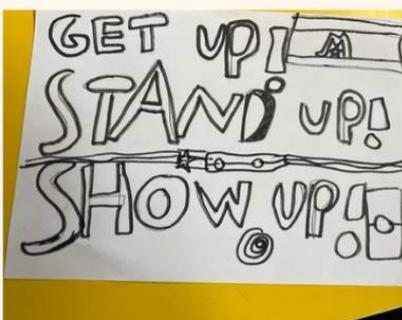


# Art

## NAIDOC Week Celebrations

We celebrated NAIDOC week. Students engaged in learning about Indigenous culture and celebrations.

The junior school used natural materials such as bark. The upper school students created NAIDOC week posters.







## Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9460-6995

## PURPOSE

To outline the processes that Reservoir Views Primary School will follow to recruit, screen, supervise and manage volunteers to provide a child safe environment, and to explain the legal rights of volunteers.

## SCOPE

This policy applies to the recruitment, screening, supervision and management of all people who volunteer at our school.

## DEFINITIONS

*Child-connected work:* work authorised by the school governing authority/provider of a school boarding services and performed by an adult in a school or school boarding premises environment while children are present or reasonably expected to be present.

*Child-related work:* work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional contact with children that is incidental to the work.

*Closely related family member:* parent, carer, parent/carer's spouse or domestic partner, stepparent, parent/carer's mother or father in-law, grandparent, uncle or aunt, brother or sister, including step or half siblings.

*Volunteer worker:* A volunteer school worker is a person who voluntarily engages in school work or approved community work without payment or reward.

*School work:* School work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing assistance in the work of any school or kindergarten
- Attending meetings in relation to government schools convened by any organisation which receives government financial support

This is a broad definition and means that volunteers who participate in school community activities, such as fundraising and assisting with excursions, are legally protected (ie indemnified) from action by others in the event of an injury or accident whilst they are performing volunteer school work in good faith.

## POLICY

Reservoir Views Primary School is committed to implementing and following practices which protect the safety and wellbeing of children and our staff and volunteers. Reservoir Views Primary School also recognises the valuable contribution that volunteers provide to our school community and the work that we do.

The procedures set out below are designed to ensure that Reservoir Views Primary School's volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

### **Becoming a volunteer**

Members of our school community who would like to volunteer are encouraged to contact the principal or assistant principal.

### **COVID-19 vaccination information**

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

### **Suitability checks including Working with Children Clearances**

#### ***Working with students***

Reservoir Views Primary School values the many volunteers that assist in our classrooms/with sports events/excursions/school concerts/other events and programs. To ensure that we are meeting our legal obligations under the *Worker Screening Act* and the Child Safe Standards, Reservoir Views Primary School is required to undertake suitability checks which in most cases will involve asking for evidence of a Working with Children (WWC) Clearance. Additional suitability checks may also be required depending on the volunteer role, such as reference, proof of identity, qualification and work history involving children checks.

Considering our legal obligations, and our commitment to ensuring that Reservoir Views Primary School is a child safe environment, we will require volunteers to obtain a WWC Clearance and produce their valid card to our office staff for verification in the following circumstances:

- **Volunteers who are not parent/family members** of any student at the school if they are engaged in child-related work regardless of whether they are being supervised.
- **Parent/family volunteers** who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is **not** participating, or does not ordinarily participate in, the activity
- **Parent/family volunteers** who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- **Parent/family volunteers** who regularly assist in school activities, regardless of whether their own child is participating or not

- **Parent/community School Council members** sitting on School Council with student School Council members, regardless of whether their own child is a student member or not

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

### ***Non child-related work***

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, on the weekend for gardening, maintenance, working bees, parents and friends club coordination, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings during which children will not be, or would not reasonably be expected to be, present.

At Reservoir Views Primary School, volunteers for this type of work will still be required to provide a valid WWC Clearance.

School council members and volunteers on any sub-committee of School Council will be asked to provide evidence of a valid WWC Clearance. Whilst we acknowledge that these volunteers will not be engaging in child-related work as part of their role, even when at times there may be a student sitting on the School Council, we believe that it is important that our volunteers who are involved in making important decisions about our school which will have an impact on students do have a valid WWC Clearance.

### **Training and induction**

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing.

To support us to maintain a child safe environment, before engaging in any work where children are present or reasonable likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Induction Pack and ensure the actions and requirements in these documents are followed when volunteering for our school.

Depending on the nature and responsibilities of their role, Reservoir Views Primary School may also require volunteers to complete additional child safety training.

### **Management and supervision**

Volunteer workers will be expected to comply with any reasonable direction of the principal (or their nominee). This will include the requirement to follow our school's policies, including, but not limited to our Child Safety and Wellbeing Policy, our Child Safety Code of Conduct and our Statement of Values and School Philosophy.

Volunteer workers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteer workers, including the Department's policies relating to [Equal Opportunity and Anti-Discrimination](#), [Sexual Harassment](#) and [Workplace Bullying](#).

The principal (or their nominee) will determine the level of school staff supervision required for volunteers, depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students.

The principal has the discretion to make a decision about the ongoing suitability of a volunteer worker and may determine at any time whether or not a person is suitable to volunteer Reservoir Views Primary School.

## **Privacy and information-sharing**

Volunteers must ensure that any student information they become aware of because of their volunteer work is managed sensitively and in accordance with the [Schools' Privacy Policy](#) and the Department's policy on [Privacy and Information Sharing](#).

Under these policies, student information can and should be shared with relevant school staff to:

- support the student's education, wellbeing and health;
- reduce the risk of reasonably foreseeable harm to the student, other students, staff or visitors;
- make reasonable adjustments to accommodate the student's disability; or
- provide a safe and secure workplace.

Volunteers must immediately report any child safety concerns that they become aware of to a member of staff to ensure appropriate action. There are some circumstances where volunteers may also be obliged to disclose information to authorities outside of the school such as to Victoria Police. For further information on child safety responding and reporting obligations refer to: *Child Safety Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

## **Records management**

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers are responsible for must be provided to our office staff to ensure they are managed in accordance with the Department's policy: [Records Management – Schools](#).

## **Compensation**

### *Personal injury*

Volunteer workers are covered by the Department of Education and Training's Workers' Compensation Policy if they suffer personal injury in the course of engaging in school work.

### *Property damage*

If a volunteer worker suffers damage to their property in the course of carrying out school work, the Minister (or delegate) may authorise such compensation as they consider reasonable in the circumstances. Claims of this nature should be directed to the principal who will direct them to the Department's Legal Division.

### *Public liability insurance*

The Department of Education and Training's public liability insurance policy applies when a volunteer worker engaged in school work is legally liable for:

- a claim for bodily injury to a third party
- damage to or the destruction of a third party's property.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletters
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## RELATED POLICIES AND RESOURCES

Reservoir Views Primary School policies and resources relevant to this policy include:

- *Visitors Policy, Child Safety and Wellbeing Policy, Child Safety Code of Conduct, Child Safety Responding and Reporting Obligations Policy and Procedures, Inclusion and Diversity Policy*

Department policies:

- [Equal Opportunity and Anti-Discrimination](#)
- [Child Safe Standards](#)
- [Privacy and Information Sharing](#)
- [Records Management – School Records](#)
- [Sexual Harassment](#)
- [Volunteers in Schools](#)
- [Volunteer OHS Management](#)
- [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- [Workplace Bullying](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2022
Consultation	School council 8 <sup>th</sup> June, 2022
Approved by	Principal
Next scheduled review date	June 2024

## VISITORS POLICY



### Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9460-6995.

### PURPOSE

To provide a safe and secure learning and teaching environment for students and staff by establishing processes to monitor and manage visitors to Reservoir Views Primary School.

### SCOPE

This policy applies to any visitors who may attend school grounds when the school is open for instruction between the hours 8:30am to 4:00pm, and when the office is staffed to monitor/receive visitors at reception, including parents, contractors and visiting professionals. Outside of these times, our front office is not staffed and this policy does not apply.

### DEFINITIONS

*Child-related work:* As defined by the *Worker Screening Act 2020* (Vic), child-related work is work that usually involves direct contact (including in person, over the phone, written and online communication) with a child that is a central part of that person's duties. It does not include work that involves occasional direct contact with children that is incidental to the work.

### POLICY

Reservoir Views Primary School strives to create an open and inclusive school community, and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Reservoir Views Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds, and encourages all visitors to familiarise themselves with our school's *Statement of Values and School Philosophy, Child Safety [and Wellbeing] Policy, Child Safety Code of Conduct and Volunteers Policy*.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents/caregivers/guardians
- Volunteers – see our school's *Volunteers Policy* for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development
- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople

- Tradespeople
- Children's services agencies
- Department of Families, Fairness and Housing workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

## Sign in procedure

All visitors to Reservoir Views Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers). Visitors must:

- Record their name, signature, date and time of visit and purpose of visit using **Passtab** on the Ipad allocated
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required by this policy (see below)
- Wear a visitor's tag at all times
- Follow instruction from school staff and abide by all relevant policies relating to appropriate conduct on school grounds including [insert relevant policies eg: Child Safety Code of Conduct, Sexual Harassment Policy, Workplace Bullying Policy, Respect for School Staff, Statement of Values
- Return to the office upon departure, sign out using **Passtab** and return the visitor's tag

Reservoir Views Primary School will ensure that our school's Child Safety Code of Conduct/Child Safety Statement of Commitment are available and visible to visitors when they sign in.

## COVID-19 vaccination information

Our school follows Department of Education and Training policy with respect to the requirements relating to attendance on school site and COVID-19 vaccinations.

For further information, refer to:

- [COVID-19 Vaccinations – Visitors and Volunteers on School Sites](#)

## Working with Children Clearance

All visitors who are engaged in **child-related work** (see definition above) must have a valid WWC Check.

In some circumstances, visitors to Reservoir Views Primary School who are **not** engaged in child-related work will also be required to produce a valid WWC Check depending on the particular circumstances of their visit. For example, Reservoir Views Primary School will require a valid WWC Check for:

- **visitors who will be working regularly with children** during the time they are visiting, even though direct contact with children is not a central part of their normal duties
- **visitors (e.g. contractors)**, who will regularly be performing work at the school and in circumstances where they will be performing their work in an area where they will be unsupervised and around children.

Further background checks, including references, may also be requested at the discretion of the principal.

Visitors who will be working in areas away from students (e.g. a visiting auditor who will be located in the front office with administration staff) or who will be supervised and accompanied by a staff member during their visit (e.g. a Member of Parliament, a journalist, a prospective parent on a school tour) will not be required to have a WWC Check.

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check, but may be asked to verify that they are sworn officers by providing proof of identification.

### **Invited speakers and presenters**

On occasion, Reservoir Views Primary School may invite external speakers or providers to deliver incursions, presentations, workshops and special programs for our students. Consistent with Department of Education and Training requirements, Reservoir Views Primary School will:

- ensure that the content of presentations and programs by external providers contributes to the educational development of our students and is consistent with curriculum objectives
- ensure that any proposed visit, programs or content delivered by visitors complies with the requirement that education in Victorian government schools is consistent with the values of public education, Department policies and the *Education and Training Reform Act 2006* (Vic). In particular, programs delivered by visitors are to be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to:
  - elected government
  - the rule of law
  - equal rights for all before the law
  - freedom of religion, speech and association
  - the values of openness and tolerance
  - respect the range of views held by students and their families.

### **Parent visitors**

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause disruptions to student learning throughout the the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick ups and drop offs or for specific school events (eg parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

Parents or carers who are prohibited from entering the school under a court order or direction of the Principal are not permitted to visit the school.

## Other visitors

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Discussed in an annual staff briefing/meeting
- Made available in hard copy from school administration upon request

## RELATED POLICIES AND RESOURCES

Example school policies:

*Statement of Values and School Philosophy, Volunteers Policy, Child Safety and Wellbeing policy, Child Safety Code of Conduct* (available on our school website <https://www.reservoirviewsps.vic.edu.au/policies> )

Department policies:

- [Child Safe Standards](#)
- [Visitors in Schools](#)
- [Contractor OHS Management](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	8 <sup>th</sup> June 2022
Consultation	With school council on 8 <sup>th</sup> June 2022
Approved by	Principal
Next scheduled review date	June 2024