TOORLOO ARM PRIMARY SCHOOL
NO.3698

Parent Information Booklet 2015

PRINCIPAL: Ms Kerry Hughes
SCHOOL COUNCIL
PRESIDENT: Vaughn Kingston

315 LAKE TYERS BEACH ROAD
LAKE TYERS BEACH 3909
PHONE: (03) 5156 5517
FAX: (03) 5156 5652
EMAIL: toorloo.arm.ps@edumail.vic.gov.au
Web Site: http://www.taps.vic.edu.au
At Toorloo Arm Primary School we have a set of core principles that underpin all that we do. These core principles have been developed through extensive consultation with Staff and Parent Community.

Toorloo Arm Primary School

Purpose and Values

Purpose:
To provide a caring, challenging and dynamic learning environment that empowers children to develop the skills and knowledge to become valued members of the community.

Foundation Principles:
Toorloo Arm Primary School is firmly committed to the following statements:

- All students can learn given time and support
- All decisions are made on the basis of what is best for students.

Values:
All aspects of the school’s operation are governed by the following values:

Truth, Trust and Honesty:
To us this means:
- Being truthful to ourselves and others
- Recognising that these values underpin all successful relationships and create a supportive, trusting and respectful environment
- Believing that truthfulness equals open communication
- Accepting that one must tell the truth and expecting honesty from others.

Persistence, quality and excellence:
To us this means:
- Encouraging a work ethic where students persist to achieve their personal best.
- Expecting that all students can achieve given time and support.
- Providing a comprehensive program that fosters individual excellence
- Establishing a culture of high achievement across the school community

Relationships:
To us this means:
- Providing opportunities for the whole school community to come together
- Building a commitment to shared goals and understandings through open and honest communication
- engaging the school community at every opportunity
- Recognising that honesty, trust and respect are the foundations of good relationships
- Supporting success by working together.
- Ensuring opportunities for all to participate in the decision making process

Humour:
To us this means:
- Embracing humour in all we do and all we face.
- Recognising that humour, is good for health, improves relationships and can provide a circuit breaker in difficult situations.
- Pro-actively encouraging a positive and supportive environment that fosters student engagement and a love of learning.
- Encouraging close relationships between school community members so that all feel supported and connected.
FORWARD

BUILDING RELATIONSHIPS
Welcome to Toorloo Arm Primary School. Our philosophy is that children succeed at school when teachers and parents work in a mutually supportive and cooperative environment. We also believe that open and honest communication is essential to building successful relationships between school and family. Consequently, our teachers are committed to developing links with all parents so that children are supported at school and at home.

KEY COMPETENCIES
We believe that all children can and will achieve given support and time. At our school we are committed to developing the following skills and competencies:

- **Academic abilities** - that children have high quality literacy and numeracy skills that allow success at school and provide a spring board for further education.

- **Physical abilities** - that children have well developed movement and coordination skills that enable them to participate in a wide variety of sports and leisure activities.

- **Socially Competent** – that children have positive self-esteem, are able to treat others with dignity and respect and are capable of building supportive relationships with others.

SCHOOL STRATEGIC PLAN: ENGAGING STUDENTS THROUGH LITERACY AND NUMERACY.
The focus of our work at Toorloo Arm is to provide students with the knowledge and skills to be independent learners and be able to manage their own learning through expert teaching. At TAPS we provide students with the content knowledge (about literacy and numeracy) and also provide them with the strategies they need to use independently to become autonomous learners. Our students live in an age where the access to and the breadth of knowledge is growing at an exponential rate and it is important that we prepare students to be able to critically consume, analyse and manipulate this knowledge. To do this our students need to be have higher order reading skills. **As a result our school is committed to developing high level reading skills in all students.** The school underwent a review (June 2009) which indicated that Toorloo Arm Primary School is a high performing school with outstanding results in reading particularly in the P-2 area and with high levels of achievement in the 3-6 area as well. At the same time we are committed to supporting students to a high level in all areas of the curriculum.

Our goals are to
- To continue to improve student achievement in English and Maths
- To maintain programs that support all students to a high level particularly high achieving students.
- To developed a negotiated curriculum in years 5-6
There is also a strong emphasis in Physical Education, Science and the Arts. Computer Education is a high priority with teachers incorporating computer usage into unit plans. All children use computers to achieve set tasks including the use of the internet and email.

**EARLY YEARS LITERACY**
Research indicates that a child’s first 2 years of schooling are crucial to shaping their later attitudes towards school and setting the foundation for later success. At Toorloo Arm, an Early Years Literacy Program operates in the P-4 area. This program is a structured 2 hour literacy session that provides children with the reading and writing skills necessary to achieve success at school. Students are continually assessed to monitor their progress and results indicate that our children are achieving significantly above state-wide averages in this area.

**STUDENT WELLBEING AND SOCIAL DEVELOPMENT:**
We recognise that for children to succeed at school they need to develop academic skills together with proficient social skills. Toorloo Arm Primary prides itself on creating and sustaining a culture that values building positive relationships. Providing a safe and secure environment for children is an important component in this process and has always been a high priority at this school. We place a great deal of importance on getting children to develop friendly, co-operative and productive relationships with each other. We run a comprehensive Student Welfare Program that promotes the understanding and adoption of the following core values.

- It is important to be honest
- It is important to be fair.
- It is important to be responsible
- It is important to care and support others
- It is important to cooperate
- It is important to recognise and feel O.K about individual differences.
- It is important to show respect to others
- It is important to be friendly

This program also focuses on building students self-esteem and resilience through the Bounce Back Program. This program teaches students how to recover from disappointments and setbacks when they happen and how to move on.

Teachers continually reinforce these values in the classroom by modelling and rewarding good behaviour, developing strategies for resolving difficulties, promoting students self-esteem and challenging behaviours that erode these values or affect others. We stress that children need to develop a strong sense of personal accountability: in other words that they can show the sensitivity and maturity to act in a fair and appropriate manner. As with academic skills, children progressively develop social skills so that strategies and expectations for 6 year old children are different to 12 year old adolescents.

Being a smaller school we attempt to retain the flexibility, friendliness and atmosphere that exists in our local community. We are able to offer a quiet and safe environment. Our school operates on the basis that all children are part of a “larger family”. This means that students are encouraged to look after each other (the bigger children having a responsibility to look after the smaller children). It is quite common for children to play and make friends with children older and younger than themselves.
PARENT INVOLVEMENT AND OPINION:
Parents are involved at a variety of levels at TAPS. Opportunities exist to work directly with the children supporting programs such as reading and computer work, working as a member of the Parents Club or as a member of School Council. In-service programs are also run to keep parents informed on current educational practices.

Each year the Department of Education survey all parents and collate data on how they see the school. Parents continually express a high level of satisfaction with all aspects of school operations.

Each year the kinder teachers make a special visit to see how well all the preps have settled into school life. Tahlia enjoys showing Julie her school work.

All prep students are buddied up with a grade 5 or 6 student as part of the welfare & transition to school program. Ebony and Tiana are special buddies for 2012.
SCHOOL ORGANISATION

TEACHERS:
Ms  Kerry Hughes       - Principal
Mr  Steve Smith        - Grade 5/6
Mrs Barb Plant        - Grade 5/6
Ms  Deb Olle           - Grade 4/5
Mr  Shaun Waddell      - Grade 3/4
Ms  Vivienne Grumley   - Grade 3
Ms  Jessica Davidson   - Grade 1/2
Mrs Ali Mackie         - Grade 1/2
Ms  Naomi Cock         - Grade Prep
Mrs Brenda Power       - Reading Recovery Teacher
Mr  Jobi Laybourne     - Art Specialist
Mrs Barb Plant         - P.E Teacher
Mrs Lisa Donnellan     - Integration Aide
Mrs Therese Fountain  - Integration Aide
Mrs Shelley Whelan     - Integration Aide

SUPPORT STAFF:
Mrs Julie Cameron      - Administration
Ms  Mandy Duncan       - Administration
Mrs Brenda McDonnell   - Cleaner
Mr  David McDonnell    - Cleaner

SCHOOL COUNCIL MEMBERS:
PRESIDENT:     Mr. Vaughn Kingston
VICE PRESIDENT: Mr Chris Stephenson
TREASURER:    Mrs. Melanie Shegog
MEMBERS:      Mrs Jacinta Crealy
              Mrs Dee Carroll
              Mrs Kerry Hughes
              Mrs Kellie Svetlik
              Ms Kate O’Meara
              2 Rotating Staff members

PARENTS’ CLUB:
Contact Via the School Office
CURRICULUM

Moving towards a National Curriculum: AUSVELS

AusVELS is the Foundation to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents.

AusVELS incorporates the Australian Curriculum F-10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning.

The school is involved in a Winter sports day, competing against other local schools. The 2012 football team.
Grades may participate in local excursions during the year to support classroom work. The junior school visited the bluff in 2012.

Transition from primary to secondary school
As part of the transition from Year 6 to Year 7, students in primary schools participate in an orientation day, often the second Tuesday of December. This may include a school tour, meeting fellow students and teachers, and taking part in special lessons and activities. Check with your local school for details.

READING RECOVERY:
Ms Brenda Power provides support to students experiencing difficulties with reading and she also works with small groups as required.

INFORMATION TECHNOLOGIES:
Computers, electronic whiteboards and other digital technologies are used to support student learning in all areas. The school is transitioning from set desktop configurations to laptops which provide more versatility with students being able to use them at their tables.

PHYSICAL EDUCATION and SPORT:
Another area of priority at Toorloo Arm is Physical Education. All children participate on a weekly basis in a full program of physical activity conducted by Mrs Barb Plant. The students also participate in our own athletics, swimming, cross country and a winter sports program. Students who achieve high results then go on to compete at the district and regional levels in these events.

SWIMMING: Students are involved in swimming lessons at the Lakes Aquadome.
The School holds its own Swimming Carnival grade 3 – 6 in Term one

LIBRARY:
Our Library is integrated into the new school facility. We have moved our book resources from a separate classroom space into a shared space that is linked directly to classrooms. We continually purchase new picture story, fiction and take home reading books to refresh our collection. Our classroom programs foster the enjoyment of books and reading.
During the year all students have the opportunity to watch a variety of dramatic and musical performances from visiting artists.

**ART:**
Mr Jobi Laybourne takes each grade for a specialist art lesson. This allows all students to develop skills, techniques and knowledge through which they can create individual art pieces.

**SCHOOL CAMPS:**
Our camping program involves the following:

- **Grade 1:** An overnight stay
- **Grade 2:** 3 day Camp to Cape Conran
- **Grades 3-4:** 3 day camp to Gelantipy
- **Grades 5-6:** 5 day Camp to Canberra

The Grade 5-6 program operates on a 3 year cycle with a Cultural (large city) camp followed by a Bush or rural camp. These trips include Canberra, Ballarat and Gelantipy.

**EXCURSIONS:**
Excursions are arranged at reasonable intervals during the year to enable children to have first-hand contact with a variety of experiences. Parents can expect to be notified, in writing, well in advance of any proposed excursions and should understand that no child can be taken on an excursion unless written permission and authority to take emergency action in case of illness is received from that child’s parent.

**RELIGIOUS EDUCATION:**
A non-denominational course is taught to students in Grades P-6 by accredited Religious Education teachers on a weekly basis.
**CULTURAL STUDIES:**
Children are introduced and study the cultures of their own country and other lands.

Koori students and their special friends attend local NAIDOC celebrations each year.

**ADMINISTRATION**

**AREA SERVED:**
The School is situated in Lake Tyers Beach Road near the Millpoint Road intersection and next to the Toorloo Arm Hall and opposite the Lake Tyers Beach Recreation Reserve. It provides schooling for children from Lake Tyers Beach, Lakes Entrance, Lake Bunga, Toorloo Arm, Millpoint, Fisherman’s Landing and the Princes Hwy.

**BUILDINGS AND SITE: MAJOR CHANGES AT TOORLOO ARM:**
The school site is 1.2 hectares in area (3 acres approx.). Our new school was opened in November 2012 and consists of a State of the art school complex. This new complex has 6 classrooms linked by a massive connected learning space and administration section.

**CAR PARKING:**
We urge all drivers to PLEASE obey the parking directions - if the parking area in front of the school is full, do not park your car in front of the fence and do not double park. We encourage parents to park in the Lake Tyers Beach Reserve and use the School Crossing. We feel sure that you will appreciate that the correct parking procedure is very important for the safety of our children and furthermore that parents should display much care and caution when transporting children to and from school. Cars picking up from Mill Point Road should go in a clockwise direction around the hall entering on the school side and exiting on the lake side. The school crossing links with the Walking Track/Bike Track from Lake Tyers Beach to our school.
Students participate in interschool athletics and swimming sports.

SCHOOL COUNCIL:
The responsibility for administering school funds and supervising the use of school buildings and grounds is vested in the School Council which is composed of parents and teachers. The School Council is also concerned with the general activities of the school, the pupil’s welfare and their education. The Council acts as a link between parents, the school and the Directorate of School Education and consists of nine (9) elected parents and two (2) teachers. The School Council also has the option to co-opt two (2) community representatives. In addition to the responsibilities mentioned above, it also has the power to enter into contracts for school maintenance and improvements. Elections for School Council are held in March. The Council meets once each month and meetings are open for anyone to attend. Parents are urged to contact Council members for information and assistance regarding school matters.

FINANCE:
Major expenditure items relating to the school are met by the School Council. An annual grant, calculated on formula, is paid to the school to cover buildings and grounds maintenance, school administration materials and requisites. School Council, as part of its financial management, attempts to keep costs to a minimum while providing adequate aids to learning. An annual parent contribution of $130.00 per child, per year is requested to help support the cost of essential programs. This may be reviewed at the end of this year.

PARENTS’ CLUB:
The Parents’ Club conduct monthly meetings and membership is open to all parents and members of the community. The role of the Parents’ Club is to:
• provide for teachers and pupils aids and amenities additional to any provided by the Department of Education.
• co-operate with and assist the School Council,
• assist in the coordination of the activities of and to cooperate with all or any bodies or associations organised to promote the welfare of the school,
• stimulate interest in the school.

PUPIL SUPPLIES:
Pupil’s books and supplies are provided by the school as a result of the Department of Education’s Grant Scheme.
**SCHOOL BUS:**
Children who live on the Princes Highway (between the corner of Lakes Tyers Beach Rd and Nowa Nowa) can travel to school on the Lake Entrance Secondary College Bus depending where they live on the highway. Check at the office for eligibility. Students in Lake Tyers Beach are also eligible to travel on this bus depending on seat availability.

**BICYCLES**
Parents cooperation is sought in our efforts to ensure your child’s safety when cycling to and from school.

- By law, helmets must be worn.
- Lake Tyers Beach children are encouraged to use the bicycle track provided and must use the school crossing. Children must walk across the crossing with their bike and not ride.
- A bicycle rack is provided for storage of bicycles at school.
- Bicycles should be well maintained with adequate safety features.

During Education Week the schools hold an open evening. Many parents, grandparents and community members take the opportunity to view classrooms.
**FUNDRAISING:**
Parents’ Club and School Council undertake fundraising activities to supplement school grants received from the Directorate of Education. The Parents Club have successfully raised a considerable amount of money each year and this is used to directly support the children through subsidising school camps, providing days out for the children and other activities.

**BOOKCLUB:**
The Ashton Scholastic Book Club operates at this school. At intervals during the year order sheets are distributed to the children on which are listed selected books which may be purchased at reasonable prices.

**SCHOOL BANKING:**
School banking is available at this school through the Commonwealth Bank Dollarmite Accounts. This is available every Monday.

**ROUTINE PROCEDURES**

**HOURS OF SCHOOL:**
The school hours for pupils in all grades are from 9:00am until 3:15pm.

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School dismisses at 2:15pm prior to term vacations. Children should not arrive at school prior to 8:30am

**PUPIL ABSENCES:**
The Department of Education and Training (DET) requires parents to supply to the school an explanation for the absence of any child.

**IN CASE OF SICKNESS OR ACCIDENT:**
In the event of any child receiving or needing medical treatment, parents will be advised. Where a child is injured and does not need medical attention, parents will be advised if it is believed that there is a possibility of delayed reaction or complication. Expenses incurred in seeking medical attention remain the responsibility of parents. The school has a student accident insurance policy that covers children 24 hours/day whether they are at school or home. This insurance is paid for from school fees.

**LUNCH TIME:**
It is important that healthy eating habits are fostered at the school and we seek your support. Please include fresh fruit in your child’s lunch and keep sweets to an absolute minimum.

**TRANSFERS:**
Children should not be enrolled at another school without an official transfer note. It is important that school records are kept up to date. If you intend moving from the school please notify the school so that necessary reports and transfer notes can be prepared.
GENERAL INFORMATION

SCHOOL ATTENDANCE:
School attendance is compulsory from age 6. Children who reach the age of 5 years on or before the 30th of April may be admitted. A birth certificate must be presented at time of admission. An immunisation certificate (issued by the Shire) will need to be presented on enrolment.

CONTACT WITH THE SCHOOL:
The address of the school is:
TOORLOO ARM PRIMARY SCHOOL, 315 LAKE TYERS BEACH ROAD LAKE TYERS BEACH. 3909

When parents need to contact the school, we ask that they do so during the following times to avoid interruption to classes.
11:00am to 11:30am
1:00pm to 1:45pm
3:15pm to 4:00pm

Should parents wish to discuss a particular matter with a teacher they are asked to contact the Principal to arrange an interview time.

EMERGENCY CONTACTS:
Parents are asked to advise the school without delay of any changes in their own or their contact’s address or telephone number. School records will be updated regularly.

REPORT OF PUPIL PROGRESS:
Individual student reports are written twice a year, at the end of term 2 and term 4. Late in second term Parent/Teacher interviews are held. This enables staff/parents to discuss student progress and set goals to be worked towards for the remainder of the year. Parent conversations will be held with all Prep parents midway through Term I to discuss how their child has settled into school life. Parent conversations also take place with all parents in term 1. At any time throughout the year a parent may arrange an interview to discuss a pupil’s progress.

SICK CHILDREN:
Home is the best place for a sick child. A sick child cannot work well and may be a danger to the other children. Ambulance cover is required as school’s are no longer covered. Teachers can, upon request from parents, administer medication to children at school (please specify time and dosage).

SCHOOL UNIFORM:
School Uniform is compulsory.

Our school uniform consists of the following:
* Black and White checked dress for junior girls
* Black Polar fleece windcheater or zip up jacket with emblem
* Black windcheater with school emblem
* Black tracksuit pants
* Grey T-shirts with school emblem
* Black basketball shorts or skorts
* Sun Hat
* Winter polar fleece beanie
* Water proof Jacket with school emblem

Items of school uniform can be purchased through the school.

Please name all articles of clothing
Children should be encouraged to assume responsibility for their clothing and other belongings.

Please note thongs must not be worn at school

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ILLNESSES

A child must be excluded from the school if suffering from the following infections/diseases:

CHICKEN POX: Until fully recovered. N.B. Some remaining scabs are not an indication for continued exclusion.

MEASLES: For at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

GERMAN MEASLES: Until fully recovered and at least 4 days from the (RUBELLA) onset of the rash.

WHOOPING COUGH: For four weeks or until a medical certificate of recovery is produced.

HEPATITIS: Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before seven days after onset of jaundice.

IMPETIGO: Until sores 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.

PEDICULOSIS: Until appropriate treatment has commenced, supported when requested by a medical certificate.

RINGWORM: Until appropriate treatment has commenced, supported when requested by a medical certificate.

MUMPS: Until fully recovered.

Please advise the school of any medical or other factors that may affect the child’s learning.

On occasions, children go home when they are not feeling well. They are expected to inform their teacher if they are not feeling well, in order that arrangements may be made for the parent to be notified.
TERM DATES FOR 2015

1ST TERM:

Wednesday 29th January (Students) to Friday 27th March

2ND TERM:

Monday 20th April to Friday 26th June

3RD TERM:

Monday 13th July to Friday 18th September

4TH TERM:

Monday 5th October to Friday 19th December

Dempsey Stevens & Thomas Draper enjoy the tea cup ride at the school's community fun night.
PREP GRADE - PREPARATION FOR SCHOOL

Parents, would you please see if your beginner can do these things alone
It will make his/her introduction to school life easier for him/her if he/she can:-

- Tie his/her own shoelaces or buckle sandals.
- Take off and put on hat and coat. Hang them up.
- Wash his/her face and hands.
- Attend to his/her own toilet needs. (This is MOST IMPORTANT)
- Repeat his/her name, address and phone number.
- Know how to care for books; to know the importance of clean hands before using any book.
- Know how to cross a road, if necessary, with maximum care.
- Pack up own belongings.

WILL YOU PLEASE:

1. Talk to your child about starting school, where he/she will meet new friends, play games, sing and make things.

2. LABEL CLEARLY ALL POSSESSIONS he/she will bring to school with Full Name - raincoats, hats, cardigans, pullovers, bags, cases, lunch containers and lids, plastic drink bottle, story books etc... Be sure to check from time to time whether the label is still intact and legible. Train your child to look after his/her own belongings.
   We have a ‘Lost Property Box’. If anything is lost, check this first. Un-named articles are disposed of on the last day of each term.

   A loop for hanging will ensure that coats, etc. stay on pegs, lessening the likelihood of them becoming lost.

UNLESS ALL ARTICLES ARE NAMED IT IS IMPOSSIBLE FOR TEACHERS TO FIND THE CORRECT OWNERS.

3. Do not allow your child to bring to school expensive toys which may become lost or broken. We cannot accept any responsibility for these.

4. Send him/her to school on time each day and every day if possible.
   Remember that young children like a routine free from undue tension.

5. Be at home when he/she arrives. If this is not possible, make an arrangement which he/she understands.

6. Instruct him/her regarding the dangers of:
   MATCHES, CHEMICALS, PLASTIC BAGS
   Take care that he/she does not bring to school articles which could cause accidents.

7. WARN YOUR CHILD AGAINST:
   - Loitering on the way home,
   - Visiting friends without permission,
   - GOING ANYWHERE WITH STRANGERS.
ORIENTATION PROGRAM
2015 PREPS TBC

As part of our orientation program Kindergarten children will attend school for a number of half days in Term 4: The dates for our Prep orientation for 2015 are:

14th October -
Wednesday 2015
General Information Session and Afternoon Tea for all parents of 2013 preps
4.00 PM.

22nd October -
Thursday 2015
Orientation morning for Preps. Children spend morning session at school.
9.00am-11.30am

29th October -
Thursday 2015
Orientation afternoon for Preps.
Children spend afternoon session at School
1.45pm – 3.15 pm

12th November -
Thursday 2015
Orientation session for Preps.
Children spending middle session at School
11.30am-1.00pm

The school would be happy to accommodate alternative visits by individual parents/children if required.
STUDENT MEDICAL CONDITION MANAGEMENT PLAN

This form is to be completed by the Parents/Guardians if possible in consultation with the family doctor.

IF YOUR CHILD HAS A MEDICAL CONDITION THIS FORM WILL NEED TO BE COMPLETED ON ENROLMENT.

NAME OF STUDENT ........................................ Date of Birth ........................................

PARENT’S/GUARDIAN’S NAME ..............................................................

HOME TELEPHONE NUMBER .................................. WORK NUMBER ..............

EMERGENCY CONTACT (Name) ................................ PHONE ......................

DOCTOR’S NAME ........................................................ PHONE ......................

Ambulance subscriber: Yes/No Medicare Number ..............................

MEDICATION REQUIRED AT SCHOOL OR ON SCHOOL ACTIVITIES

NAME ................................ DESCRIPTION ........................................

STORAGE REQUIREMENTS (eg fridge) ..................................................

DOSAGE (ie amount & how often) ......................................................

MEDICAL CONDITION .............................................................

CONDITION DESCRIPTION ..........................................................

WHAT ARE THE SYMPTOMS OF THIS CONDITION WORSENING IN YOUR CHILD

EMERGENCY ACTION PLAN

The medical treatment and action needed if the student’s condition deteriorates:

.................................................................