



# INFORMATION BOOKLET 2015

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Cranbourne, Vic. 3977  
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Cranbourne Carlisle Primary School



*Many Cultures, One Community*

## SCHOOL INFORMATION

### WELCOME

Welcome to Cranbourne Carlisle Primary School. At the heart of the educational program of learning is the welfare and happiness of all children. Ours is a unique community, a caring community, whose aspirations and attitudes in general are mirrored by our children. The school attempts to reflect and foster these aspirations and attitudes and generally nurture the aims of parents.

Children are encouraged to achieve excellence in all activities and to the best of their individual abilities through a varied curriculum encompassing the fundamental core subjects - English and Mathematics as well as through many stimulating and rich experiences in other areas.

The staff works as a highly skilled cooperative team, discharging their educational responsibilities within the guidelines of school policies and the Department of Education and Early Childhood Development (DEECD) requirements.

The influence of the community is welcomed and parents are actively encouraged to become involved and assist where able. The school is characterised by a calm, welcoming and friendly atmosphere.

This information booklet is intended to familiarise parents with some of the routines and organisation of the school. It is the framework upon which the teachers care for the children in their charge, developing in them the ideals of worthy citizenship and the skills to enable them to look forward to bright futures.

### WE ARE GLOBAL CITIZENS

*“Twenty-first century Australians are members of a global community, connected to the whole world by ties of culture, economics, politics and shared environmental concerns.” (Curriculum Corporation, 2006)*

We seek to broaden our children’s understanding of their local and national community by placing these concerns in the wider global context. We seek to prepare children to live in an increasingly interconnected world and to be active, participating citizens who contribute to shaping a better future for their world.

A global perspective offers children an opportunity to consider the whole of human society and the environments in which people live. A global education emphasizes the future and each person’s capacity to choose and shape their preferred future. Global education provides an opportunity to explore important themes such as change, interdependence, identity and diversity, rights and responsibilities, peace, poverty, sustainability and justice. Importantly, global education encourages children to develop critical thinking skills and the opportunity to develop positive and responsible values and attitudes.

Children are encouraged to understand and to appreciate their place in their family, school, community, country, and the global community.

We will:

- encourage staff to become involved in visits, exchanges and professional development activities abroad.
- involve children in community service abroad through fundraising and/or practical tasks.
- ensure the Resource Hubs provide children with access to information and leisure sources from more than one culture.
- ensure that all human interactions in the school community take place in a spirit of tolerance, understanding and celebration of national, ethnic, cultural and linguistic differences.
- help children from one country or culture to create relationships with other families from other countries or cultures.
- establish and use mechanisms (including counselling where necessary) to counteract the effects of international and/or intercultural tensions.

Cranbourne Carlisle Primary welcomes the challenges of global citizenship in the 21st Century by developing in each of our children the capacity and ability to be:

■ BALANCED · CARING ■ COMMUNICATORS · INQUIRERS ■ KNOWLEDGEABLE · OPEN-MINDED  
■ PRINCIPLED ■ REFLECTIVE · RISK-TAKERS ■ THINKERS ·

These attributes express the values that underpin the curriculum at Cranbourne Carlisle. Through focusing on these attributes and recognising their development through Achievement Awards presented at assemblies, we foster ability in children to think critically, appreciate difference and feel compassion.

### TERM DATES 2015

Term 1: Wednesday 28 January (staff return); Thursday 29 January (Yrs. 1-6 children return);  
Monday 2 February (Yr. Foundation commence) to Friday 27 March

Term 2: Tuesday 14 April to Friday 26 June

Term 3: Tuesday 14 July to Friday 18 September

Term 4: Monday 5 October to Friday 18 December

Note: Monday 2 November will be child-free / report writing day

\* Each year government schools are provided with four child-free days for professional development, school planning, curriculum development, assessment and reporting purposes. The first day of Term 1 is a child-free day in all government schools to allow for appropriate planning to take place for the arrival of children. The remaining three child-free days are determined by the School Council and are also published on the school website: [www.ccps.vic.edu.au](http://www.ccps.vic.edu.au)

## HOURS

Children are **NOT SUPERVISED BEFORE 8.45am or AFTER 3.30pm** and should **NOT** be on the school property before or after these times.

Please enroll your child in the 'Cranbourne Carlisle Child Care Club' if you are unable to keep to the times outlined.

Parents are expected to collect Yr.Foundation children from the classroom during Term One. Terms 2, 3 and 4 parents will be asked to please wait outside the classroom and the teacher will dismiss your child to come out to you.

It is essential that children are at school **NO LATER than 9.00am**. It is upsetting to the child and disruptive to the class if your child is late. Children who arrive late must be signed in and collect a late pass from the School Office before going to the classroom.

As soon as the teacher is present, children may enter their classroom at 8.45 a.m., put away their bags and get organised for the day. Parents are welcome but are asked to leave at 9.00 a.m. so that the school day may commence.

### School Hours

9.00 a.m. – 11.00 a.m.

### Recess Break

11.30 a.m. – 1.30 p.m.

### Lunch Break

2.15 p.m. – 3.15 p. m.

**IMPORTANT:** Please be aware that no bell will be rung. All teachers, parents and children have the responsibility to be at the right place on time. A 'friendly' alert will be sounded prior to a message over the public address system. A siren is sounded in an emergency situation (evacuation or lock-down). Children and staff are trained to recognise this through Emergency Management procedures.

## CRANBOURNE CARLISLE CHILD CARE CLUB

The Cranbourne Carlisle Primary School Child Care Club offers before and after school care. CCB funding may be applied for. Please speak with Di Johnstone (CCCC Coordinator) - 0468 967 510  
Parents wishing to use this service and claim the percentage rebate should apply to the Family Assistance Office of Centrelink to obtain this rebate. Bookings can be made on a Permanent or Casual basis but places will be limited as the school grows, so early enrolment is advised.

Operating times and costs are as follows:

<u>Type of Care</u>	<u>Session Times</u>	<u>Food Provided</u>	<u>Fee Per Session</u>
Before School Care	7.00am-8.45am	Breakfast	Permanent - \$13
			Casual - \$18
After School Care	3.15pm- 6.00pm	Snack	Permanent - \$15
			Casual - \$20

Please Note: Casey Shire Council offers a Vacation Program each term break.

## ACCIDENTS AND ILLNESSES

A child who has been ill may easily catch other complaints, if they have not regained their strength. It is unfair to other children and to teachers to send a child who is obviously ill.

We do our best to look after children who are unwell, however, we really do not have the expertise or facilities to care for sick children over lengthy periods.

The best place for a sick child is at home in bed. Infection spreads quickly. Please do not send your child if they are unwell but it is important not that they attend regally or a medical certificate must be provided.

If a child becomes ill or is injured at school, the child will be taken to the school's First Aid Room and attended to by staff trained in First Aid (Level 2). All children receiving head injuries (including bumps to the head where a lump, significant bruise or graze is evident) must be collected by parents. Parents will be notified of serious injuries and if deemed necessary, an ambulance will be called.

All accident injury data will be kept in the School Office for data collection purposes.

**PLEASE NOTE:** Children who are not immunized will be excluded if there is an outbreak of measles, diphtheria or polio. This will reduce the chance of these diseases spreading throughout the community.



## EMERGENCY INFORMATION

Emergency contact details, family doctor, etc are kept on school records. This information enables quick action to be taken when parents need to be contacted.

It is vitally important to keep these records accurate and up-to-date. Parents are asked to advise the School Office, without delay, of any changes in these details. These details are also held in the School's Confidential Computer Data Base.

The names of at least two friends, neighbours, grandparents, etc. who live within the local area and are able to quickly care for your child, must also be provided (not the person who you are likely to be with).

It is imperative that any disability or medical condition is known (this is of course confidential information).

Children who suffer from Asthma, Anaphylaxis, Epilepsy or a serious medical condition, **MUST** have appropriate medication at all times. A Crisis/Action Plan (signed by parent/guardian) must be on record at the school. Please make sure we have ALL correct and up-to-date medical information. It is in the best interest of your child.



In the event of an emergency it may be deemed necessary to call an ambulance. Please ensure your child is covered for this considerable but important expense.

***Ambulance Cover is strongly recommended.***

## MEDICATION

Children must **NOT** bring medication to school unless a Medication Authorisation Form has been completed and brought to the School Office along with the medication. Ideally, parents should come to the School Office to give the medication themselves. Overall, children still receiving short-term medication are not fully fit and therefore should not be at school.

The 'Medication Authorisation Form' must be completed at the School Office or medication will not be administered.

The exception is, of course, for children with Asthma, Anaphylaxis or Epilepsy etc. Parents should, in this case, provide full written details of dosage, time, emergency action plan etc. A pump will not be provided.

## INFECTIOUS DISEASES AND CONTACTS

<b><i>Disease or Condition</i></b>	<b><i>Patient shall be excluded from school</i></b>	<b><i>Exclusion of contacts</i></b>
Chicken Pox	Until fully recovered or at least 1 week after the eruption first appears	Not excluded
Conjunctivitis (Acute infectious)	Until discharge from eyes has ceased	Not excluded
Diphtheria	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts excluded until investigated by the Medical Officer of Health, or a Health Officer of the Dept and shown to be clear of infection
Giardiasis (diarrhea)	Until diarrhea ceases	Not excluded
Glandular fever (mononucleosis)	Exclusion is not necessary	Not excluded
Hepatitis (infectious Hepatitis)	Until medical certificate of recovery from infection, or on subsidence of symptoms	Not excluded
Hepatitis B	Until recovered from acute attack	Not excluded
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings	Not excluded
Influenza	Exclude until well	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection	Not excluded
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection	Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact
Meningococcal infection	Until receipt of medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours
Mumps	Until fully recovered	Not excluded
Pediculosis (head lice)	Until appropriate treatment has commenced	Not excluded
Pertussis (whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection	Not excluded
Ringworm	Until appropriate treatment has commenced	Not excluded
Rotavirus (diarrhea)	Until appropriate treatment has commenced	Not excluded
Rubella	Until full recovered or at least 5 days after onset of rash	Not excluded
Scabies	Until appropriate treatment has commenced	Not excluded
Shigella (diarrhea)	Until diarrhea ceases	Not excluded
Streptococcal infection including Scarlet Fever	Until receipt of a medical certificate of recovery from infection	Not excluded
Trachoma	Until appropriate treatment has commenced	Not excluded
Tuberculosis	Until receipt of medical certificate from a health officer of the Dept that the child is not considered to be infectious	Not excluded
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection	Not excluded unless the Medical Officer of Health or Health Officer of the Dept considers exclusion to be necessary
Worms (Intestinal)	Excluded if diarrhea present	Not excluded

## **ADVERSE WEATHER ARRANGEMENTS**

### Wet Weather:

In wet and very cold or windy conditions, the children may be permitted to remain inside during recess and lunch breaks, under teacher supervision. In the morning, children should move straight into their classrooms at 8.45 am where teachers will be present.

### Hot Weather:

The Department of Education and Early Childhood Development does not allow children to be dismissed early, even if very hot conditions prevail. However, teachers are asked to adjust class programs to take account of the unpleasant conditions. The Principal shall decide, on days of extreme heat, to permit children to remain inside during recess and lunch breaks, under teacher supervision. If the school is to be dismissed early for any reason other than an emergency situation, parents will be notified in advance.

## **ATTENDANCE**

**Children who have reached the age of six years are required, by law to attend primary school.**

Foundation children must turn five by the 30 April in the year they commence. If your child is absent, please indicate the reason IN WRITING to the class teacher. All letters must be kept by the school for seven years.

- When your child resumes please send your letter with your child.
- Punctuality is an excellent habit that is an expectation of all staff and children.
- A telephone call may be made to the School Office on 5991 3600.

For all unexplained absences a follow-up computer generated notice shall be forwarded home for parent signature. Please do not take offence at this letter. It is the easiest way to follow-up on absence explanations for a large number of children. Also on occasion, teachers misplace letters on busy days! Attendance rate shall appear on children's reports.

## **EXTRA CURRICULA ACTIVITIES**

During the year, your child will be invited to participate in various extracurricular activities which are of educational and social value. Parents may be asked to assist with supervision on these occasions. Previous notification in writing will be given, with details, including times, costs and method of transport. All parents are requested to sign a "Consent Notice" for each extracurricular activity. Parents are responsible for the payment of costs involved e.g. transport, admission etc. by the due date or children will NOT be included in the planning and not attend.

- All children (F-6) must wear the correct school uniform at all times, particularly when on an excursion or representing the school
- Children will not be taken on excursions without a parent signed consent note.
- Payments are requested by the due date given on the notice. Late payments will only be accepted by individual arrangement with the Business Manager, Mr. Nicholas Macura, as bookings often need to be pre-paid.

## **HEAD LICE**

The head lice problem exists in all communities. Parents are asked to check their children's hair regularly. Parental permission will be sought to allow children to be checked by staff. All information will be confidential and the office staff will notify parents if it is believed a child has head lice. Children must be excluded from school until treated. Follow up treatment must also be undertaken and evidenced.

If deemed necessary to alert parents a letter will be sent home with all children in the infected class. HAIR LONGER THAN SHOULDER LENGTH MUST BE TIED BACK AT ALL TIMES TO REDUCE RISK OF INFECTION. Head lice are a relatively common occurrence these days and are not a sign of lack of cleanliness.

## **LOST PROPERTY**

Each year there are dozens of valuable, unclaimed items of clothing found without name tags and with no sign of an owner. Unnamed lost property will be donated for sale as second-hand uniform. PLEASE LABEL ALL CLOTHING as children do misplace uniform items.

## **CHILDREN WITH DISABILITIES**

Cranbourne Carlisle Primary School is committed to the provision of an inclusive education that enables children with special needs to participate fully in our educational programs.

Inclusive education describes the rights of all children, including those with disabilities, impairments and learning difficulties, to ensure their participation in the full range of programs and services and to access any facilities provided by the school. This term implies that all children have access to quality education programs that lead to outcomes best suited to the child's unique skills and competencies.

The principles of inclusive education are the basis from which our school supports children with special needs:

- our school programs will seek to ensure full acceptance and participation of all children in our school community.
- all children with special educational needs should have access to supportive learning environments, appropriate program goals and targets as well as timely support from specialist professionals.
- parent/guardian/carer(s) are valued partners in the provision of educational programs and play a vital role in setting learning goals for their children.
- the views of the child should be sought and reflected in learning and teaching arrangements.

DEECD can provide advice regarding educational options to enable parent/guardian/carer(s) to make a choice of school for their child. This includes education at a regular school or at one of the many specialist settings located across the State.

The Department of Education and Early Childhood Development Program for Students with Disabilities provides a framework to support the educational programs of students with disabilities in Victorian government schools. Resources provided to schools are allocated to assist the education of children with disabilities and not provided to individual children. Eligibility for the Program is defined by criteria based on guidelines set by the internationally recognised World Health Organisation and which are designed to identify those children with significant disabilities. The majority of these children are identified with a disability prior to the commencement of school or early in their school years.

The Program Support Group, comprising of parents, teacher, Primary Welfare Officer and other relevant child professionals, will identify the child's needs and develop a suitable education program to address these needs. This Support Group brings together those with the most knowledge and responsibility for the child to work together to establish shared goals for the child's educational future and improve the child's participation in the educational and social life of the school. Members of this group are responsible for the program planning, monitoring and evaluation of the child's progress.

To receive assistance through the Program for Students with Disabilities, assessment reports and other supportive documentation that provides evidence of a disability or impairment must be provided to support one of the following seven categories: Physical Disability, Severe Language Disorder, Severe Behaviour Disorder, Hearing Impairment, Intellectual Disability, Visual Impairment or Autistic Spectrum Disorder. The funding available for children with disabilities is based on the level of educational need, rather than the description of disability.

In addition to resources available through the Program for Students with Disabilities, our school also has available other support services including visiting teachers, social workers and guidance officers (psychologists). Speech assessments may be requested but follow-up programs are limited.

School staff and parents together are encouraged to discuss a child's needs for special provision and may make application for additional student resources or services, if appropriate.

**CODE OF CONDUCT: "THE LEARNING DEAL"**



### Goals and Objectives:

The Code of Conduct for Cranbourne Carlisle Primary School is consistent with DEECD guidelines.

The Cranbourne Carlisle Primary School community will aim to:

- provide a safe, secure and orderly learning environment that meets the needs of all children.
- foster high standards of behaviour based on co-operation, respect, responsibility and self discipline.

Principles Concerning the Rights and Responsibilities of Children, Parents and Teachers:

- all children have the right to work and play without interference or discrimination.
- all children will be encouraged to develop their individual talents, interests and abilities.
- all children will display behaviour which is polite, courteous and well mannered.
- all children will be encouraged to exhibit pride in their school.
- staff should expect to be able to teach in an atmosphere of order and co-operation so children may achieve the best possible learning outcomes.
- parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment.
- the Principal and Staff have an obligation to implement the Code of Conduct fairly, reasonably and consistently.

The management of child behaviour is a co-operative partnership between children, staff and parents. Communication between home and school should reinforce and encourage our children to develop desirable social attitudes, enabling them to accept responsibility, respect and cooperate with others during work and play.

A consistent and positive approach will foster a school climate where personal responsibility and self discipline are developed.

We are committed to the following strategies:

- giving positive reinforcement to build upon self esteem.
- acknowledge achievements in the classroom, playground and community through school newsletters and at assemblies or on special occasions.
- encouraging co-operation and friendship.
- requiring children to accept responsibility for their actions.
- providing adequate supervision in the school grounds.
- promoting understanding, awareness and commitment to the school rules.

Breaches of school rules may incur some penalty or action, including the following:

- apologising.
- discussing actions with a staff member.
- loss of privileges.
- cleaning up or repairing what has been broken.
- completing community service, extra tasks or duties eg. Sweeping an area of the playground.
- time out at recess breaks.
- timeout in classroom / withdrawal area under supervision.
- detention after school.
- parents contacted.
- suspension.
- expulsion.



## CURRICULUM

Cranbourne Carlisle Primary School will provide a broad, comprehensive curriculum for all children Years Foundation – Six. Our teaching and learning methods will be inquiry-based and interdisciplinary. Using the Australian Curriculum or 'AUSVELS' as a basis, our curriculum will be driven by a framework that meets the cultural, physical, academic, social and emotional needs of children. Our curriculum identifies a body of knowledge for all students in all cultures, in the following subject areas:

- English
- Mathematics
- Science
- Humanities (history, geography, economics)
- Civics and Citizenship
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Information and Communication Technology
- Thinking Processes



At the heart is a commitment to structured inquiry as a vehicle for learning. Teachers and children use key questions that are concept-based to structure units of inquiry. They acquire and apply transdisciplinary skills while developing an understanding of five important elements.

These are:

- Knowledge
- Concepts
- Skills
- Attitudes
- Action

The development of explicit attitudes and the expectation of socially responsible behaviour are also essential elements of the program.

## LUNCHES

We encourage **healthy and fresh lunches with no wrapping and packaging**. Please be aware of the ingredients in any pre-packaged food as what may seem like a healthy offering may in fact be loaded with sugar, fat or salt and have little nutritional value. Unhealthy packaged food, such as chips, lollies, dried noodles, etc, will be returned to children's lunch boxes to take home. Similarly, recognition of the ingredients in food is critical with children who are at risk from allergic reactions.

***Children are NOT to share food.***

***Nuts and all nut products (peanut butter, Nutella etc), yoghurt, eggs, lollies, chips and chewing gum are NOT permitted for health, medical and management reasons.***

Children are able to eat a piece of fresh fruit or vegetable at a fruit break during class time. Drink bottles must contain only plain water. Children are able to have ready access to their water bottles during the day and are easily able to refill them when necessary.

A child who drinks sufficient water and eats healthy snacks and lunch is much better able to cope with their learning day.

## NOTICES AND NEWSLETTERS

Parents will be kept advised of school activities, important dates, coming events, etc. through the School website and both Class and Enrichment blogs, which are accessed from the website: [www.ccps.vic.edu.au](http://www.ccps.vic.edu.au). Notices may be downloaded from the school website or via the school app (search for 'Cranbourne Carlisle' in the App Store or Google Play)

## **PARENT CONCERNS**

At Cranbourne Carlisle we believe that teaching and learning environments are most effective when there are positive relationships between home and school. We understand that at times parents/carers may have questions about the school or a concern they wish to discuss and can be unsure of the correct method of raising the issue. We believe that it is only through direct communication that the issue or complaint can be resolved.

Parents/carers are requested to first speak with the class teacher if they have concerns or issues that they wish to discuss. It is important that issues are raised at the earliest possible time so that they do not become overwhelming for either the child or the family. We have the greatest opportunity for successful resolution of issues when they are addressed as soon as they arise. If teachers are not available to address your concern at the exact time it is raised, please make an appointment to do so at the earliest mutually available time.

While it is understood that all concerns about a child's education and well-being naturally cause anxiety for parents/caregivers, it is expected that complaints will be lodged in a manner that respects the dignity of the person receiving them. Similarly staff are expected to receive the complaint with the same level of respect.

At Cranbourne Carlisle the Principal and staff are within their rights to require that any meeting or discussion be discontinued if a complainant becomes abusive, uses profane or threatening language or attempts to physically intimidate a staff member. Should this occur, the complainant will be required to immediately leave the school. Police will be called if deemed necessary. A report will be filed with the Department's Emergency Management and Security Branch.

## **PARENT TEACHER COMMUNICATION**

Teachers must meet with all parents several times per year. The first meeting will be timetabled for early in the year to enable the parent to meet the class teacher and for the parent to give a further insight into the child's previous learning, behavior, health and maturity. Teachers will briefly outline the school pedagogy, classroom strategies and teaching approach.

A written report will be forwarded home twice yearly which will provide a detailed evaluation of your child's progress and discuss strategies that may be required to assist the child to continue to progress. Children in Years 2-6 are required to attend the mid-year meeting, with their parents, to set personal goals.

### Day to Day Concerns:

Apart from the scheduled Parent/Teacher Meeting, parents are invited to discuss any aspects of their child's progress with the teacher. We ask that requests for a Parent/Teacher meeting be arranged through the School Office so that class disruption is kept to a minimum. Please make an appointment, at any time, to speak with your child's teacher. Hurried thoughts and quick messages at classroom doorways are not the best communication channels. Please never wait until you are angry. It is more productive to calmly work through concerns rather than abuse staff.

### Children's Progress Reports:

The teaching staff continually evaluates each child's progress and, if problems do become apparent, parents are informed of the situation. This applies not only to academic subjects, but to all aspects of the social and physical well being of the children.

## **PHOTOGRAPHS**

Class photographs will be taken annually. Parents are asked to make every effort to ensure that their children are dressed in correct uniform – it does add a special touch to the photos for years to come!



**STAFFING**

The Department of Education and Training (DET) allocate a budget according to the number of children enrolled annually. Much time and thought will always be given to the selection and placement of staff. Our policy will always be to provide excellence in programs and the school structure is just one vehicle to support this.

Similarly, thought will be given to the placement of each and every child so that they have every opportunity to gain the most from their early and middle learning years. Parents written requests are welcomed and will be valued, but may not always be achievable. Parents will not have the option of selecting a specific teacher but may influence decisions re: friendship groups, etc.

## **VISITORS TO THE SCHOOL**

Parents and all visitors must contact the School Office in order that classes may function with a minimum of interruptions. NO child is to leave the school grounds during school hours for any reason UNLESS signed out by a parent (or authorised person presenting written permission). An early dismissal form must be completed at the School Office before a child will be released by a teacher. This is to ensure we know the whereabouts of all children at all times. All children must be 'signed in' upon return to school or upon late arrival.

Please **NEVER** collect children during recess or lunchtime without signing them out, even if the classroom teacher had been notified. Children will not be signed out after 3.00 pm on any day as classrooms are packing up and important information is shared prior to the next day.

Parents calling to the school or assisting with programs must first visit the School Office where lanyards will be assigned to authorise their presence in the school. These lanyards must be signed for and returned before parents leave the school. All lanyards must be accounted for daily. Parents delivering late lunches, forgotten bathers etc are asked to deliver them to the School Office where office staff will ensure children receive them.



## SCHOOL COUNCIL INFORMATION

### THE ROLE OF SCHOOL COUNCIL

The School Council is the body responsible to the community and state for the general direction of the school. It is through the Council that the community is able to participate in decision-making at the school level.

The Cranbourne Carlisle Primary School Council will consist of twelve members of whom six are parents and four DEECD (including the Principal). An additional two community members may be co-opted by Council at times when additional expertise is required e.g. architect, etc.

The School Council is responsible for the formulation of the policies which includes the vision, values and general beliefs and an overview of the arrangements to achieve them. School policy also decides the major direction of curriculum objectives. Program finance is also controlled by the Council and they will annually allocate resources to achieve policy aims.

The Council represents the community and shares a common concern and responsibility with parents and staff for the education of all children. Thus it is essential that mutual understanding, trust and respect be fostered between parents and staff, to the benefit of all concerned within the school.

The Principal, together with staff, determine the educational means of realising the School Council's policies.

The Council meets at least eight times during the year. Visitors are welcome but unable to speak or vote unless invited. Parents may write to the Council at any time. Solutions are always better than problems!

#### Parent Involvement in Decision-Making:

The School Council will have a framework where parents, outside the School Council, are able to make significant contributions to the life of the school. Your opinions will be valued.

Parents may not wish to be involved in School Council but would prefer their time to be spent directly supporting the staff and the children at the school. Cranbourne Carlisle Primary School will welcome parent support in:

- Assisting in Sports – Training / Umpiring
- Library Work – Laminating / book covering etc
- Excursions. (No toddlers please)
- Classroom Activities e.g. cooking / word processing / group activities (babies welcome if asleep)
- Setting up classroom resources, etc. and many other areas.

### SCHOOL COUNCIL POLICIES

The policies included in the following pages are particularly relevant to families and have been ratified by School Council.

#### **BICYCLE/SCOOTER RIDING POLICY:**

In the best interest of all children, only children from Years 3 to 6 are allowed to ride a bicycle/scooter to and from the school, leaving the bicycle/scooter, during the school day within the school bicycle shelter.

This decision is based on the best available information from VicRoads: Bicycle Victoria, as well as the recommendations of the Australian Safety Council of Victoria Police.

The responsibility for a child riding a bicycle, to and from school, is the responsibility of the parent. Road safety authorities recommend that before the age of 10, children should not ride a bicycle in traffic without adult supervision. Up until age of 12 years, most children do not have the skills or experience to be safe in traffic without supervision. Every year approximately 70% of all injuries or deaths involving children between 5 and 14 years, are related to using the road – mostly as a passenger, pedestrian or while riding a bicycle (VicRoads, 2006).

*“Parents of children in Foundation, Year One and Year Two may supervise their child whilst riding to school, but the bicycle will not be housed in the school grounds as it is impossible, for the staff to determine, for all children in their care, if parental supervision is in place, or not.”*

Sharing a bicycle/scooter or ‘dink’ on the way home is extremely dangerous and will be discouraged at every opportunity. Approved helmets must be worn at all times and comply with the Australian Standards Mark AS/ANZ 2063.

It is acknowledged that not every family is a “two-car family”. Accordingly, parents are advised to explore the possibility of establishing a car-pooling arrangement with other parents to ensure transportation to and from school. The large majority of children enrolled are within walking distance to the school and in light of the current statistics concerning child obesity, walking is a very healthy activity.

## **HEALTHY FOOD POLICY**

Children eat regularly throughout the school day. In order to try to ensure the safety of all children, the encouragement of life-long, healthy eating patterns and the cleanliness of the school buildings and grounds, all eating needs to be managed.

### **Aims:**

To ensure that eating food at school is safe for all, healthy eating habits are encouraged and that the school’s buildings and grounds are clean at all times.

### **Implementation:**

#### **Curriculum:**

The school curriculum will include teaching the benefits of eating healthy foods, daily exercise and an outdoor balanced lifestyle.

The curriculum will support healthy food choices, encouraging children to:

- enjoy a wide variety of nutritious foods
- eat plenty of vegetables, legumes, fruits, breads, cereals, rice, pasta and noodles
- include lean meat, fish, poultry and/or alternatives in diet
- include dairy products as part of a healthy, balanced diet
- choose water as a preferred option
- limit saturated fat and moderate total fat intake
- choose foods low in salt
- consume moderate amounts of sugars and foods containing added sugar
- become involved in food-related activities eg. planning meals, growing foods, cooking

Children will bring food from home for fruit snack, morning tea and lunch. In addition, children are able to bring a water bottle. Drinking fountains in the school grounds will also provide fresh water at all times.

Children will not be permitted to eat during PE or sporting activities

Children will not be permitted to chew gum or suck lollies due to the risk of choking. Sucking an occasional cough lozenge will be permitted with Principal approval.

“Sometimes” foods e.g. chips, sweets, icy poles, etc. will occasionally be used to engage or reward children when learning challenging concepts or on special occasions e.g. Christmas – candy cane but staff will be instructed that the majority of rewards must be intrinsic.

Parents are responsible for ensuring that at all times, the School Office holds current medical/allergy/emergency contact information

The First Aid Officers should ensure all staff are aware of children with allergies and all staff should become familiar with the school management strategies for these children.

When on yard duty, all staff shall wear their designated first aid bag which includes information and photographs of children who may need to be identified as ‘at risk’ and managed quickly

### **Other Areas:**

All food will be eaten inside. Children are to eat their morning tea and lunch in the classroom during the designated eating times. Children will not be permitted to wander around the school eating food at recess or lunch times. If for any reason, children do not finish eating their food in the designated time in the classroom, they will be required to take the food home. Adequate time to eat (10-30 minutes) will be provided at designated eating times.

Rubbish free lunches are required to be brought from home. Nevertheless, rubbish bins will be placed in each classroom for daily classroom waste disposal only. There will be no bins in the school yard. Children will be required to take home their own rubbish.

Children eating food in the school yard will be managed in a manner consistent with the school's Code of Conduct.

Messages about the importance of healthy foods and active lifestyles will be consistent throughout the school, including extra-curricular activities such as camps, excursions, etc.

Planning for promotion and fundraising events involving food, should include a considered discussion regarding the quality of the food to be offered. The Principal reserves the right to veto any food. 'Sometimes' foods will be offered if relevant to the activity eg. Hotdog / can of drink – Footy Day

A school canteen shall not be considered unless a healthy food menu is financially viable.

A special treat, healthy eating option shall be offered as a lunch order eg. Subway, once per week.

Special Dietary Requirements:

Some children have medical conditions that require special diets. These special dietary requirements may include:

- diabetes
- coeliac disease
- anaphylaxis (severe) food allergy (peanuts, cows milk, wheat, soy bean, egg, tree nuts, fish and shellfish). Contact with certain foods can be fatal for people with allergies to these foods.

Children will only be allowed to eat at designated eating times unless a medically diagnosed condition dictates otherwise e.g. Diabetes.

Due to issues relating to anaphylaxis, allergies, diabetes etc, children are never to swap food at any time. In classrooms, teachers will work to reinforce this rule.

A wrapped lolly or small treat may be sent to school by parents/carers to celebrate a special occasion. Please do not send whole cakes as these are very difficult for teachers to manage. These will be given to the children at the end of the day to take home for parent/carer permission to eat or discard.

Parents are asked never to provide nuts, nut products, yoghurt or the whole egg, to their child/ren for any reason due to the serious risk these foods pose for other children with life threatening allergies. If sent to school with these foods, a child will not be allowed to eat with other children but will be removed to a secluded yet supervised area and asked to thoroughly wash their face and hands after they have eaten.

All teaching, non-teaching, education support staff and parents who conduct fairs, food stalls or cater for special events must read and adhere to the Healthy Food Policy.

## **PARENT PAYMENT POLICY**

School councils are legally able to request payments or contributions for education items and services from parents/carers for children in Victorian government schools in three categories – essential education items, optional education items and voluntary financial contributions.

Cranbourne Carlisle Primary School has spent considerable time selecting the most appropriate requisites, within a set budget, to meet the needs of our children. The resources provided are high quality materials at a competitive price due to our ability to bulk order.

## BOOKLISTS:

A booklist for each year level will be forwarded home with your child.

Parents then need to:

- Pay by cash, EFTPOS or credit card at the School Office (between 9.00am and 3.15pm weekdays) **BY THE DUE DATE** printed on the booklist.

The Classroom Materials payment is **an essential payment and is required to be paid** and the 'voluntary' payments optional but are greatly appreciated to enrich the resources available to support your child's learning program.

There are certain items that due to their nature may only be provided by the school eg. school diary and must be paid for by the parent/carer.

## Parent Payment Categories

**Essential** education items which parents/carers are **required to provide or pay** the school to provide for their child.

These items include:

- materials that the child takes possession of, including text books and stationery;
- materials for learning and teaching where the child consumes or takes possession of the finished articles (e.g. classroom cooking; artwork; science experiments; etc);
- school uniform;

**Optional** education items (or non-essential materials and services) are those that are provided in addition to the standard curriculum program, and which are offered to all children. These optional extras are provided on a user-pays basis and if parents / carers choose to access them for children, they will be required to pay for them.

These items include:

- computer printing for personal use, internet access for recreational or non-school use;
- extra-curricular programs or activities e.g. instrumental music, dance classes;
- school-based performances, productions and events; and transport and entrance for camps and extracurricular activities which all children are expected to attend.
- school magazines, newsletters, class photographs.

**Voluntary** financial contributions are for those items and services that parents/carers are invited to make a donation to the school, for example library books, sporting equipment or additional computers.

## **UNIFORM**

The wearing of a uniform is compulsory for all Year Foundation – 6 children.

There is a large choice of uniform items which includes culottes, shorts, long pants, windcheater etc. We have endeavored to provide top quality clothing for children at the best rates available.

Remember once purchased to **CLEARLY LABEL EACH ITEM OF CLOTHING WITH A WATERPROOF LAUNDRY MARKER or NAME LABEL**. This makes it much easier to return lost items to their owner.

The following dress code states the expectations Cranbourne Carlisle Primary School holds with regard to a child's appearance. This code will apply during school hours, while travelling to and from school and when children engage in school activities out of school hours.

The dress code will take precedence over individual preference in matters of dress. It was the school community's preference to implement compulsory uniform.

## PURPOSE OF CRANBOURNE CARLISLE PRIMARY SCHOOL UNIFORM CODE:

- to create a sense of collective and individual pride in Cranbourne Carlisle Primary School children and their identification with our school.
- to assist in individual child safety and group security when travelling to and from school and on school excursions and activities.
- to promote active and safe participation in school life.
- to promote a sense of equality by removing the distraction of fashion garments/brands.

### Anti-discrimination Laws:

The Cranbourne Carlisle Primary School Code neither discriminates directly or indirectly against children on the basis of their sex, race, ethnic group, nationality, religious beliefs, colour, disability or socio-economic circumstances. The dress code will apply uniformly across all children except for the exemptions listed below.

## EXEMPTIONS FROM THE DRESS CODE:

### 1. Grounds for seeking exemption:

Exemptions from the dress code may be sought if:

- An aspect of the code offends a religious belief held by the child and/or parents.
- An aspect of the code prevents the child from complying with a requirement of his or her ethnic or cultural background.
- An aspect of the code prevents the child with disabilities from being able to attend school or participate in school activities on the same terms as other children.
- The child has a particular health condition that requires an aspect of the code to be departed from.
- The child or parents can demonstrate temporary economic hardship that prevents them from complying with the code.
- After due consideration, by the Principal, of any other particular circumstances as demonstrated by the child or parents.

### 2. Procedures for seeking an exemption:

- Requests for exemptions are to be made to the Principal in writing. Strict confidentiality will be observed with regard to the reasons given by parents to substantiate their request for an exemption.

### 3. Procedures for granting an exemption:

- The Principal will determine whether an exemption can be granted by referring to the grounds for exemption outlined above.
- The Principal will provide a summary report of applications for exemption at the following School Council meeting and seek ratification of the consequent recommendations.
- The Principal shall keep a written record of the decision on the application in case the decision is questioned subsequently.



## ENFORCEMENT OF DRESS CODE:

Children who infringe the dress code will receive a graded series of sanctions:

1. Initial Offence – the child will be given an infringement warning following a discussion with a staff member and his/her name placed in the Uniform Book.
2. Second Offence – the child will be given after-school detention. Parents will be notified of the infringement.
3. Ongoing Offences – the child's parents will be asked to attend school to discuss the concerns with the Principal / School Council President.

The child will be given after school detention. Further consequences, for any subsequent breaches, will be at the Principal's discretion.

Children who infringe the dress code will not be able to represent the school, in the community, for optional education activities. The school uniform will be worn on all excursions unless alternative arrangements have been authorised by the Principal.

If a child presents not wearing the appropriate uniform, a staff member shall attempt to contact a parent, but the child may be excluded from the activity, if deemed appropriate by the Principal. Individual child safety and group security, when outside the school environment must be prioritised.

Children will NOT miss instruction because on an infringement of the dress code.

## ARRANGEMENTS WITH CLOTHING SUPPLIERS:

Primary School Wear is the supplier of the correct school uniform. The school logo will be required on identified uniform items (copyright applies).

### Footwear:

Socks - Black, white or grey to be worn at all time as appropriate to uniform.

Shoes - Any black toed and heeled flat shoe. No thongs, slip-on shoes or open toed sandal.

Sports Uniform: (to be kept in the classroom all week and taken home each weekend for laundering):

Purple polo top worn with black mesh shorts

White socks

Running/sports shoe

Black mesh bag to keep everything together.

### Accessories:

Hair must be tied back. Black, purple, grey or white ribbon. Natural hair colors only.

No make-up, including nail polish.

No jewellery except for a set of sleepers/studs in lower earlobes only.

Watches permissible upon parent approval. No responsibility accepted by the school.

All jewellery/items worn for religious must comply with safety regulations and not be visible.