



2023 Parent Information Handbook

On behalf of the staff at Caulfield South PS we welcome you and your family to our school community. We look forward to creating a strong and purposeful partnership with you and getting to know you and your children.

Whether your child is new to the school or has been attending for a number of years, the information provided in this booklet is general in nature and will inform parents on the school processes and procedures. Please take the time to read through this information carefully.

This booklet sets out routines that may apply to all schools as well as containing information specific to Caulfield South PS. School routines are established to ensure that children are safe, happy and engaged in a positive learning environment that will help them develop socially, emotionally and academically to their full potential. They also ensure that parents know how the school operates and how they can be involved.

We believe that a strong, supportive partnership between home and school promotes the best possible environment for student learning and we encourage parents to become involved and support our school.

An excellent education for your child is the common aim of us all: parents, the school staff and our community.

We look forward to a positive and engaging 2023.



Caulfield South Primary School

Chris Chant
Principal

Georgia Despotellis
Assistant Principal

2023 IMPORTANT DATES

Term 1

Monday 30th January: First Day Term 1
Monday 13th March: Labour Day Public Holiday
Tuesday 4th April: Last day of Term 1- **3.30pm finish**
Wednesday 5th & Thursday 6th April: Curriculum Days (no students)



Term 2

Monday 24th April: First Day Term 2
Tuesday 25th April: Anzac Day Public Holiday
Monday 12th June: Kings Birthday Public Holiday
Friday 23rd June: Last day of Term 2- **2.30pm finish**

Term 3

Monday 10th July: First Day Term 3
Monday 4th September: School Concert - details TBC
Friday 15th September: Last day of Term 3- **2.30pm finish**

Term 4

Monday 2nd October: First day Term 4
Tuesday 7th November: Cup Day Public Holiday
Wednesday 20th December: Last Day of Term 4- **1.30pm finish**

DAILY STRUCTURE

8.45am	School grounds are open and a teacher is on duty in the playground. Students are permitted in the playground without parental supervision from this time.
8.55am	Students are collected from their designated line-up area by teachers. <u>Please note that students are collected 5 minutes earlier than in previous years.</u>
9.00am	Classes commence
11.00am	Morning Recess Break
11.30am	Students return to class
1.30pm	Eating Time
1.40pm	Lunch Break
2.30pm	Students return to class
3.30pm	End of Day

OUT OF SCHOOL HOURS CARE PROGRAM (OSHCare)

On-site childcare is provided in the school hall from 7:00am to 8:45am and 3:30pm to 6:00pm daily. Children must be formally enrolled in this program. Enrolment forms are available from the school office or online from TeamKids. Please visit the TeamKids website to explore the exciting programs they provide.

The contact number for OSHCare (TeamKids) bookings is 1300 035 000
Email: info@teamkids.com.au Website: www.teamkids.com.au

HEALTH & SAFETY

CSPS is committed to ensuring the safety, health and wellbeing of students. The following help to support this effort:

- Medical details, necessary phone numbers and family contacts are on file at the office. Please keep the school informed of any changes of home or work details
- Regular attendance and punctuality is expected and important to your child's wellbeing
- Students are expected to wear school hats during the months of January to April and September to December. Please refer to our SunSmart Policy on the CSPS website for more information
- Students are encouraged to wear sunscreen during the months of January to April and September to December, and re-apply sunscreen themselves; (a small 'roll-on' sunscreen in the bag is a good idea)
- Students who are picked up from school prior to 3:30pm must be signed out at the office. Unauthorised people collecting children should have written permission from the parent, unless this has been previously organised by the parent with the office staff or teacher

Please make sure that the school is aware of any condition or allergy, which should be considered before any form of treatment is administered.

ABSENCE NOTES

Teachers are legally required to keep accurate attendance records, so written notice is required to explain student absences. Please advise the school by Flexischools App (this will be documented) phone or email (caulfield.south.ps@education.vic.gov.au) on the day of the absence. Notification by Flexischools App is preferred, with name of student, class and absence reason.

Teachers should be told the nature of illnesses and kept informed of any medication children may be taking. This will help them monitor changes in health.

Parents will receive an automatically generated email from school if your child has an unexplained absence. The email will prompt you to explain the absence. This complies with the Education Department guidelines that aim to improve student safety and education outcomes. Further information is available on the department website:

<https://www.vic.gov.au/attendance-and-missing-school>

Please do not send your child to school if he/she is unwell. Teachers are not permitted to leave other students unsupervised in order to care adequately for sick children or to phone parents. There is no area where sick children can be left for more than a short time under supervision except the classroom, and this is no place for an unwell child. Parents are contacted to pick up sick children and asked to do this in as timely a manner as possible. We thank parents for their understanding and support in this important area.

COVID-19

The school is continuing to implement strategies to help reduce the impact of COVID-19 on the smooth operation of our school. The Department of Education Operation Guidelines will determine the current COVID-19 safety management plan, which sets out the approach for managing safety risks.

We ask parents to ensure children remain at home when exhibiting COVID-19 symptoms for the safety of themselves and others.

APPOINTMENTS

Where possible, please organise appointment pick up times prior to or just after recess or lunch time break.

ASTHMA

Students who have a diagnosis of asthma are required to provide a current asthma action plan to the school at the beginning of each year with the necessary medication needed to manage this condition. The medication and asthma action plan are to be stored in the classroom with the teacher and will be used as necessary and taken on any excursions outside of the school grounds.

ALLERGIES/ANAPHYLAXIS

Students who have been diagnosed with Allergies or Anaphylaxis (Severe Allergies) are required to provide a current Action Plan for Allergic Reactions or Action Plan for Anaphylaxis (to be determined by their doctor). These action plans are to be completed by their doctor and necessary medication provided to the school eg. Epipen and antihistamine. Please note all medication should be provided in original packaging with your child's name and be within the expiry date. These medications will also be taken by their teacher on any excursions outside the school grounds.

BIKES AND SCOOTERS

Students are encouraged to ride their bikes or scooters to school. Students must wear a helmet for safety reasons and can park their 'wheels' in the cage located at the rear of the Senior Learning Centre or the bike rack located behind the portable classrooms near the hall. Students are reminded to secure their 'wheels' with bike locks, as the school is not responsible for damaged or stolen personal items. All bikes and scooters must be walked through the school grounds to ensure the safety of other students.

FIRST AID AND WELLBEING OFFICER

CSPS School First Aid and Wellbeing Officer Monday – Thursday 9.45am – 3.15pm, Friday 10am – 3.15pm.

Caulfield South Primary School Council employs a first aid and wellbeing officer funded through parents' optional contributions. The first aid and wellbeing officer attends to students from all year levels. Minor ailments and injuries are managed at school. Parents are notified by way of a sick bay slip sent home with the child and/or by a phone call if a child requires monitoring. If students have more severe injuries, parents are called immediately and advised to take them to a doctor or hospital. In cases where it is deemed necessary, an ambulance will be called.

MEDICATION

The first aid officer and teachers are only permitted to give medication to students when they have written authorisation from the parent/guardian/doctor. **A medication authority form to authorise administration of medicine should be obtained from the main office or school website.**

If it is necessary for your child to take medication at school, please complete this form and return to the main office. All medication must be in original packaging with your child's name, the correct dosage and the time the medication is to be administered. Our school is mandated to adhere to government guidelines and regulations.

If your child is on medication for a short-term illness or infection, then school may not be the best place for him/her.

Students are not to keep medication in their school bag. (Arrangements are made regarding asthma medication).

Please note: Where possible, medication should be scheduled outside school hours, e.g. medication required three times a day is generally NOT required during a school day; it should be given by parents before and after school and before bed.

PROCEDURES FOR CHILDREN WHO ARE UNWELL

When a decision must be made about whether an unwell child should be sent home or not, the classroom teacher/first aid officer will be consulted, where possible, by the staff member/teacher on duty, who will then ensure that a phone call to a parent is made, and the result of the call confirmed and acted upon as soon as possible.

In the case of an accident, as a matter of urgency, the phone call to parents will be made by the person in the best position to do so.

The office must always be informed when children are being sent home or collected during the school day.

Please note that:

- If a child is unwell, even with the mildest of symptoms, they must stay home
- If a child has any of the symptoms of coronavirus (COVID-19) outlined below, however mild, they should be tested and they must remain home until they receive their results
- Symptoms include fever, chills or sweats, cough, sore throat, shortness of breath, runny nose, loss of sense of smell or taste. In certain circumstances headache, muscle soreness, stuffy nose, nausea, vomiting and diarrhoea may also be considered symptoms
- A child must stay home until they are symptom free, even if their coronavirus (COVID-19) test is negative

Thank you for your support in following these steps, together we can all stay safe.

ROUTINES FOR SAFETY

Children are not permitted to be in the classrooms or corridors without teacher supervision before school, after school or at recess times (other than to attend toilets in the main building).

If parents wish to collect their child during the school day they must go to the office who will call students from class. Teachers are not permitted to release children until this has been authorised at the office. *The child's wellbeing is our guiding principle.*

PLAYGROUND SUPERVISION

The children are supervised in the school grounds during the following times:
8:45am-9:00am; 11am-11.30am; 1:40pm-2:30pm; 3:30pm-3:45pm.

If students are at school outside these times, they should be in the care of a parent or guardian, or be booked into Out of School Hours Care with TeamKids.

A warning bell is rung five minutes before the end of each recess/break.
There are always teachers on duty at these times.

DOGS IN THE PLAYGROUND

The school has a duty of care for ensuring the safety and wellbeing of our students whilst on school grounds. Please be aware that dogs are not permitted on school grounds. This includes dogs on lead or in the arms of their owner.

SCHOOL ORGANISATION

FLEXISCHOOLS APP – HOME – SCHOOL COMMUNICATION

We kindly ask that you download the Flexischools app to your iPhone, iPad, Android phone, Android Tablet or Windows device. If you do not have a mobile device, there is also an app available for computer, both Mac and PC.

Flexischools is used to send out the school newsletter, general updates, reminders, events and calendar dates. You are also able to submit student absences via the app. This is an important part of our school communication.

COMMUNICATING WITH THE SCHOOL

In line with our communications policy which can be found on our website, any academic or wellbeing inquiries should be directed to your child's classroom teacher via email. Notes of non-confidential nature can be recorded in the Year 3-6 student's school diary which will be sighted by your child's teacher each day. Please note there may be up to a 48-hour response time to emails. Although teachers can often be caught for brief conversations before and after school, please note that once your child's teacher is in class they are unable to engage in discussions.

CLASSROOM INVOLVEMENT

We encourage you to offer your support to classroom or specialist teachers. From time to time, we ask parents to help on excursions as well as asking them to assist in the classroom for various activities. Either the teacher or Class Representative will organise parent helper rosters. All parent helpers are required to have a valid Working With Children (WWC) card to assist. Please ensure you present your WWC card with your signed Volunteer OHS Induction Checklist to the office prior to assisting with the students.

PARENT-TEACHER INTERVIEWS/THREE-WAY CONFERENCES

Formal interviews will be held during the year. These are usually available during the day or evening. If you wish to chat to the teacher about your child's progress at an additional time, please arrange an appointment time, as teachers are unable to speak to parents at 9:00am or during class time. This reduces the valuable teaching and learning time.

At the beginning of each term, year level newsletters are sent home and include practical information and an outline of the class curriculum. In addition, early in the first term, parents will have the opportunity for a pastoral care interview with their child's teacher.

Do not hesitate to make a time to discuss any concerns with the class teacher.

PARKING

In the interests of your child's safety, please observe the following points:

- A Kiss 'n' Go is available at the front of the school
- Take care when parking, when dropping children off, or when collecting children from school and comply with the parking restrictions to ensure the safety of our children
- Be aware of the dangers of turning and pulling out from the kerb when children are outside the school grounds
- Cars may NOT be driven onto the school grounds

It is unlikely that you will be able to park immediately outside the school every time you collect or deliver your child. We encourage parents to park where it is **safe and legal** and walk a short distance to meet your child.

Please observe the parking regulations on all streets adjacent to the school property. These are implemented to ensure the safety of our children.

Drivers who double park, park across driveways or across the marked crossings are endangering their own and other children. Parking officers frequently patrol the area as a safety measure, often at the request of the school administration or parents.

PARKING - STAFF CAR PARK

In the interests of your child's safety, parents are required to use the footpath entrances to access the school and **under no circumstances are to walk through the staff carparks.** Cars may be reversing out of the car park, and these become a danger to small children who cannot be seen in rear vision mirrors.

PUNCTUALITY

Children are expected to be at school punctually. The morning session bell rings at 8:55am ready for a prompt start to the day's learning and children should be at school prior to this time. Children arriving late to school are placed at a disadvantage with an unsettled beginning to their day and this causes a disruption to the class program. The arrival time is 8:45am and no provision is made for supervision before this time. A 'late pass' is required for any late arrival and is to be obtained at the school office.

SCHOOL PAYMENTS

Caulfield South Primary School's preferred method of payment is by Qkr!
Further information is available from the school office.



SCHOOL UNIFORM

Our uniform is economical and maintains a consistent standard of dress within the school. The wearing of hats from September to April is compulsory.

School uniform can be purchased from PSW (Primary School Wear) 1/596 North Rd, Ormond (Ph: 9768 0387) or online at www.psw.com.au

All items of clothing MUST be carefully labelled. Please check regularly to see the name is still clear.

Second-hand items are available from second hand uniform shop, which is open fortnightly on a Tuesday morning 8:40am-9:10am.

CURRICULUM

CURRICULUM - TEACHING AND LEARNING

At Caulfield South, it is our goal to prepare students to meet the challenges of an ever-changing global society, where they will have the knowledge, skills, values, understandings and courage to undertake a positive, productive and rewarding role in that world. To help achieve this end, we aim to develop independent, confident and resilient learners.

Academic excellence is valued, with a focus on developing highly literate and numerate students, alongside our visual and performing arts, physical education and sport programs. Our performing arts program includes a school orchestra, choir and a drum corps, which performs at many public events. Our language other than English is Italian and students from Years 3-6 participate in 60 minutes of STEAM each week.

Other specialist areas are offered through a rotating Junior Enhancement program. Students from Prep - Year 2 will rotate through three subjects over the course of the year.

Performance Literacy - A program which aims to develop skills from the Speaking & Listening component of our English curriculum through performance.

Motor Skill Development Program - Specialised sessions which complement our Physical Education program, these sessions will specifically target development of motor skills.

Respectful Relationships - A mandated Department of Education initiative, sessions focus on promoting respect and equality. Students will take part in activities to assist them in building healthy relationships, resilience and confidence.

All government schools are required to base their curriculum on the Victorian Curriculum. The Victorian Curriculum provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which our school uses to plan student learning programs, assess student progress and report to parents.

Our school utilises a multi-faceted approach to developing and maintaining a whole-school focus on literacy and numeracy, including intervention when appropriate. The DET Victorian Teaching and Learning Model, complemented by the DET High Impact Teaching Strategies and the Practice Principles documents, inform our teaching program and support the delivery of high quality, differentiated and purposeful learning experiences for our students.

The IB Primary Years Programme sits alongside the Victorian Curriculum and provides an internationally recognised curriculum framework for students from Prep to Year 6, which focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It encompasses the social, physical, emotional and cultural in addition to academic learning needs. The most significant and distinctive feature of the IB Primary Years Programme is the six transdisciplinary themes. These themes form the basis of our Inquiry Units and are about issues of global significance. They include:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organise ourselves
- Sharing the planet

These themes help teachers to develop a programme of in-depth inquiry units into important ideas, identified by the teachers, and requiring a high level of involvement on the part of the students. These inquiries are substantial, insightful, comprehensive and usually last for several weeks.

Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skilful and better at understanding how to learn.

BEHAVIOUR MANAGEMENT

Each teacher, following discussions with students, defines expected behaviours/rules in the form of an 'Essential Agreement' to operate in the classroom. Students are encouraged to take responsibility for their own actions and consider the effects of their behaviour on those around them. All expectations are clear and concise.

Our school uses the Restorative Practices approach for whole-school behaviour management. Restorative Practices assist teachers, students and parents to build, maintain and restore relationships.

Should a serious breach of behaviour occur, the Assistant Principal or Principal may become involved and parents contacted.

SCHOOL PLAYGROUND RULES

School playground rules have been devised to encourage friendships, good behaviour and to place particular emphasis on safety. Students have been involved in establishing these and all teachers are responsible for ensuring that students adhere to the school rules. These are frequently revisited by teachers and are available on display in classrooms and in the community noticeboard.