



*Caulfield South Primary School*

## **A-Z Parent Information**

### **ABSENCES**

Teachers are legally required to keep accurate attendance records, so written records are required to explain student absences. Please advise the school by email ([caulfield.south.ps@edumail.vic.gov.au](mailto:caulfield.south.ps@edumail.vic.gov.au)) or phone (this will be documented) on the day of the absence. Email is the preferred method of notification (with name of student, class and reason for absence)

### **“ADVANCE AUSTRALIA FAIR”**

Australians all let us rejoice,  
For we are young and free;  
We've golden soil and wealth for toil,  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare;  
In history's page, let every stage  
Advance Australia fair.

In joyful strains then let us sing,  
“Advance Australia fair”.

Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours,  
Renowned of all the lands;  
For those who've come across the seas,  
We've boundless plains to share;  
With courage let us all combine  
To advance Australia fair.

In joyful strains then let us sing,  
“Advance Australia fair”.

### **ANAPHYLAXIS**

Students who have been diagnosed with anaphylactic allergies are required to provide a management plan completed by their doctor. If an Epipen is necessary this must be provided by the parents and stored at the school

### **ASSEMBLIES**

Assembly for the entire school is held every Friday afternoon at 2.50pm in the school hall. These are run by our Year 6 school leaders. The duration is normally 30 minutes and all parents are invited to attend.

Junior Assembly, for years Prep-2, is held most Tuesday afternoon from 3.00pm and once again parents are encouraged to attend. See dates in our School News.

## **ASSESSMENT AND REPORTING**

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. Reports are sent home to parents at the end of Terms 2 and 4.

## **ASTHMA MANAGEMENT PLANS**

Students who have a diagnosed asthmatic condition requiring medication, are required to have a completed asthma management plan provided to the school at the beginning of each school year. Your GP will assist in the provision of the required documentation.

## **BEFORE AND AFTER SCHOOL CARE (SEE OHSC) SEE 'SCHOOL TIMES'**

8.55am – First bell

9.00am – second bell (School commences)

3.30pm – end of school day bell

## **BIKES, SCOOTERS and RIDING TO SCHOOL**

Many of our students like to ride to school. A covered bike rack is located behind the Prep portables. A scooter cage is located near the Year 4 portables.

Please note: Riding is not permitted on the school grounds. Helmets must be worn by students choosing to ride to school.

## **CAMPING PROGRAM**

A camping program is offered as part of the physical education curriculum. This is developed from Prep, where the children enjoy a breakfast at school, then in Year One, the children return to school for an evening meal. In Year Two, this progresses to a sleepover at school, which prepares children for two-night camps from Year Three onwards. Students are given opportunities to learn new skills, engage in challenging activities and develop teamwork and independence in safe and supportive environments.

## **CLASS REPRESENTATIVES**

As part of the Parents' Association, the school has a network of Class Representatives who help ensure that new parents feel welcome at Caulfield South Primary School and all parents have the opportunity to meet and contribute.

At the beginning of the year, each class will appoint one or two representatives to assist with communication processes.

Class representatives are often called upon to assist with gaining parent support for various activities held throughout the year, including class activities, Mother's Day Stall, Father's Day breakfast and other fundraising and community building events.

## **CLASSROOM BEHAVIOUR**

Each teacher, in collaboration with students, defines expected behaviours/rules in the form of a class '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.

The school endorses the strategies of Restorative Practices that seek to repair relationships that have been damaged, including those damaged through bullying.

It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim.

Should a serious breach of behaviour occur, the Assistant Principal or, if necessary, the Principal may become involved and parents contacted. When considering suspension or expulsion, C.S.P.S. is required to follow the procedures listed in the DET '*Student Engagement and Inclusion Guidelines Ministerial Order 625*'. **See Student Engagement and Well-Being Policy.**

## **DRUM CORPS**

Children in Years 5 and 6 have the opportunity to join the renowned Drum Corps which performs at many major public events in Melbourne. This is a user pays activity.

## **CAMPS, SPORTS and EXCURSIONS FUND (CSEF)**

The Camps, Sports and Excursions Fund (CSEF) provides funding for eligible students to attend essential school activities.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year will be paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. Payments will go directly to the school and be tied to the student.

## **ENTRANCES**

Children enter the school from either Bundeera Road or walk across the park from Marara Road. Children are not permitted to use the entrance by the office unless there is a need to see the Principal or Administrative Officers. During the day, visitors must enter via the main entrance and sign in before proceeding on any school business

Please note: The Marara Road gate is opened in the morning from 8.30am and then locked from 9.30am (approx). It is then re-opened at 3.15pm and locked at approximately 4.30pm.

## **FAMILY SUPPORT NETWORK**

The Family Support Network is another way in which parents can volunteer their time to the school. The network is a sub-group of the Parent's Association and provides an avenue of support for families who may be experiencing difficult times as the result of such things as family illness, death or parent separation. Please contact your classroom Rep or teacher, should you wish to seek some assistance. All discussions will be kept strictly private and confidential.

## **GREEN MACHINE**

The green machine is responsible for the implementation of various sustainability initiatives at the school such as water efficiency composting paper recycling and "nude" food days.

Together with the students, they are always looking at different ways to improve the overall sustainability efforts of the school.

## **HEALTH AND IMMUNIZATION**

### **Infectious Diseases - Exclusion Table** (Government provided)

<b>Infectious Disease</b>	<b>Exclusion from School</b>
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours

Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later
Hand, Foot and Mouth disease	Exclude until all blisters have dried
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness
Hepatitis B	Exclusion is not necessary
Hepatitis C	Exclusion is not necessary
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
Influenza and influenza like illnesses	Exclude until well
Leprosy	Exclude until approval to return has been given by the Secretary

## HOUSE TEAMS

Students are assigned a house team upon commencement of school. Various sports carnivals and inter-house competitions are held throughout the year.

MITCHELL –Blue  
 WARREN – Red  
 GAZE – Green  
 DUNLOP -Yellow

## ILLNESSES

When a decision must be made about whether an unwell child should be sent home or not, the classroom teacher will make that decision, ensure that a phone call to parents is made, and the result of the call confirmed. In the case of an accident, as a matter of urgency, the call to parents will be made by the person in the best position to phone. The office must be informed when children are being sent home or collected during the school day. A parent/guardian will sign out the unwell child in the early departure register.

## **JUNIOR SCHOOL COUNCIL**

Each grade elects a representative for the Junior School Council which meets formally to support school directions and activities. JSC also ensures our school is involved in supporting the wider community through fundraising.

## **LATE PASS/EARLY DEPARTURE PASS**

Should your child arrive after 9.00am, a late pass is required. This is obtained from outside the main office after the late book has been signed and the pass is then given to the class teacher. If you wish to collect your child during the school day, please go to the office before going to the classroom. You will be requested to sign your child out and be given a pass which you will hand to the class teacher. Teachers are not permitted to release children until this has been authorised at the office. *Your child's wellbeing is our major concern.*

## **LIBRARY**

The library is located behind the school hall. It is staffed by a part-time library technician and all year levels are allocated dedicated times to use the library as part of the curriculum.

## **LOTE**

The language other than English which is taught as part of the curriculum, is Italian.

## **LUNCH ORDERS**

Lunch orders can be placed every day except Wednesday. CSPA has an arrangement with 'Mr Brightside', which prepares all lunch orders and delivers them to the school just prior to lunch time.

## **MEDICAL CONDITIONS AND MEDICATIONS**

Teachers are only permitted to give medication to students when they have written authorisation from a medical practitioner or the parent/guardian when this is not practical, in which case the principal must authorise this. If it is necessary for a child to take medication at school, labelling of the tablets or mixture with the child's name, the correct dosage and the time the medication is to be administered is required. If a 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).

## **ORCHESTRA AND FRIENDS OF MUSIC**

Friends of Music supports students who play a musical instrument and organises such events as the Musical Soiree, in order to give children a forum for performance.

## **OUT OF SCHOOL HOURS CARE (OSHCare)**

On-site child care is provided by Camp Australia and is available from 7:00am - 8:45am and 3:30pm - 6:00pm daily. Children must be formally enrolled in this program. Enrolment forms are available from the shelf outside the school office or online from Camp Australia. Even if you think you may never need to make use of this service, we suggest you enrol your child as a precautionary measure. The contact number for our OSHCare program (Camp Australia) is: 8851 4160 or 1300 105 343 for bookings.

## **PARENTS' ASSOCIATION**

The Parents' Association holds an open forum once every term – all parents are invited to attend. The AGM is held towards the end of Term 4 where the new executive committee is elected for the following year.

The Parent's Association sets out a calendar of events and activities scheduled at the start of each year. A copy of the current year's events is included in the newsletter.

## **PARENT TEACHER INTERVIEWS (Preps/Year 1) STUDENT LED CONFERENCES (Year 2 to 6)**

Interviews will be held during the year. These are usually available during the day or evening as described in the notice that goes home. In addition to the scheduled student led conferences parent/teacher interview, parents may at times, wish to discuss their child's progress at a time which is mutually convenient for both parent and the child's teacher.

At the beginning of the year information evenings are held, giving an outline of the class curriculum. In addition, parents will have the opportunity for a short pastoral care interview with their child's teacher early in the first term.

## **PLAYGROUND SUPERVISION**

The children are supervised in the school grounds during the following times:

8:45am-9:00am; 11:00am-11:30am; 1:30pm-2:30pm; 3:30pm-3:45pm

If students are at school outside these times, they should be in the care of an adult or booked into Out of School Hours Care

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

## **PUNCTUALITY**

Children are expected to be at school punctually. The morning session commences at 8:55am. Children should be at school prior to the first bell. The suggested arrival time is 8:45am as no provision is made for supervision before this time.

Punctual collection of students at the end of the day is essential. Any child not collected from the school grounds by 3.45pm will be asked to go to the Outside School Hours Care program which will be at a cost to the parents.

## **RELIGIOUS EDUCATION**

After surveying our parent community, UJEB will be offering classes on a Wednesday morning in the Library from 8.15am until 8.45am. (Prep students will not attend until the commencement of Term 2).

Please note: On the day of UJEB classes parents are to enter through the single gate leading to the basketball court to reach the Library. For safety reasons it is imperative for parents sign their child/ren in for each lesson.

### **SCHOOL CONCERT**

The CSPS annual school concert is the highlight event of the student calendar. It is held in Term 3 at Robert Blackwood Hall, Monash University. Information regarding ticket sales is sent to parents early in Term 3.

### **SCHOOL COUNCIL**

Each Government school in Victoria is governed by a school council. The council is a legal body which is responsible for setting the key direction of the school. Some of the roles include:

- Setting the key direction of the school
- Endorsing a Strategic Plan
- Approving the annual budget and monitoring expenditure
- Maintaining grounds and facilities
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Meetings are held twice a term on a Wednesday in the staffroom at 6.15 p.m., and are open to all members of the school community. Visitors or observers may be present with the agreement of the principal and a decision of the School Council (Please refer to the school newsletter for meeting dates) Visitors have the right to speak but must do so through the presiding member.

School Council elections are held in February and members are elected for a two year period.

### **SCHOOL PHOTOGRAPHS**

Class photographs are usually taken during in February. Orders must be paid for in advance and notification of this is sent home to parents.

### **SCHOOL TIMES- SEE 'BELL TIMES'**

8.30am - Playground opens (Children must go to OSHCare if arriving before 8.45am)

8.45am - Children arrive (teacher on yard duty supervises)

8.55am – First bell

9.00am – Second bell

11.00am- 11.30am – Recess

1.20pm – Eating lunch inside

1.30pm-2.30pm Lunch break

3.30pm – School finishes

### **STUDENT DECLARATION**

We acknowledge the traditional owners of this land

And promise to look after it.

We will respect all cultures and religions

Because everyone is equal.

We appreciate that our community

Is a safe and friendly place to live and learn.

We are proud to be part of this community

And we are proud to be Australian.

## **STUDENT WELFARE AND COUNSELLING SERVICES**

During the course of your child's schooling there may be occasion when you require additional support. After speaking with your child's teacher, the Assistant Principal and class teacher will consult our school support personnel; social worker, occupational therapist, Department of Education and Training (D.E.T.) speech therapist or D.E.T. psychologist to advise us as to whether your child would benefit from their professional support.

## **SUSTAINABILITY - see GREEN MACHINE**

## **SWIMMING PROGRAM**

An intensive Swimming Program is organised for all children in the school as part of the Physical Education program. Children travel in buses to an indoor heated pool where they learn from qualified teachers each day for two weeks. Years 3 to 6 attend the Glen Eira Sports and Aquatic Centre in March and Prep to Year 2 students are involved in this program in October at Starfish Swim School, Bentleigh. A medical certificate should be sent if a medical condition prevents participation.

## **TRAFFIC SAFETY**

In the interests of child safety, parents should observe the following points:

- A '**Kiss and Go**' 2 minute drop off zone is located at the front of the school. Please note: This is NOT for parking. Drop Off zone rules apply (ie. Drivers are not permitted to vacate their vehicle). City of Glen Eira Council is vigilant in patrolling this area.
- Care when parking, when dropping children off, or when collecting children from school
- Parking restrictions must be adhered to
- Be aware of the dangers of turning and pulling out from the kerb when children are outside the school grounds

It is unlikely that parents will be able to park immediately outside the school every time a child is collected or delivered. Please be prepared to park where it is safe and legal, and walk a short distance to meet your child.

## **UNIFORMS- Primary School Wear (PSW)**

Mon to Fri: 8:30am - 5:00pm

Sat: 9:00am - 5:00pm

1/596 North Road,  
Ormond VIC 3204.

Phone: 03 9768 0387                      03 9768 0387

Email: [ormond@psw.com.au](mailto:ormond@psw.com.au)

A current PSW Uniform Shop price list is located on our website

Some second-hand uniform items are on sale fortnightly on Monday from 8.30 until 9.10am. The second-hand uniforms are located using the stairs opposite the main office. Cash only, please.



## **VOLUNTARY FINANCIAL CONTRIBUTIONS**

Classroom teachers draw up lists of materials which are required for student use in their classrooms and School Council establishes a budget for these student requisites as part of the annual budget process. The cost of some of these materials is covered by Government funds, paid directly to the school. Caulfield South, like most schools, requests a Voluntary Contribution to provide necessary items that are not (or insufficiently) covered by Government funds. A letter requesting payment for class materials and curriculum resources, as well as voluntary payments, is sent to parents at the commencement of the school year and payment is requested by the end of February.

Our school's preferred method of payment is Qkr. Please enquire at the office for payment instructions.

**YARD DUTY** – (see **PLAYGROUND SUPERVISION**)