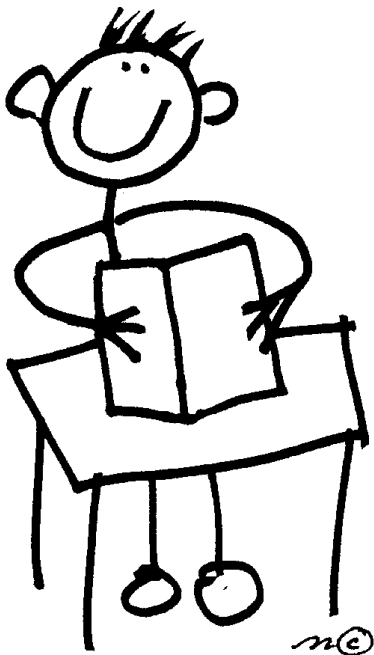




# Carnegie Primary School

# Prep Information Booklet

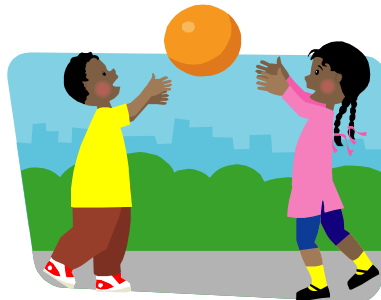


51 Truganini Road  
Carnegie 3163  
Phone: 03 9571 2662  
Email: [carnegie.ps@edumail.vic.gov.au](mailto:carnegie.ps@edumail.vic.gov.au)  
[www.carnegieps.vic.edu.au](http://www.carnegieps.vic.edu.au)  
After Hours School Care: 0402 043 810



# Location and Contact Details

<b>School Number:</b>	01-2897
<b>School Address:</b>	51 Truganini Road, Carnegie, 3163.
<b>Telephone:</b>	9571 2662
<b>Fax:</b>	9571 6101
<b>Email:</b>	carnegie.ps@edumail.vic.gov.au
<b>Website:</b>	www.carnegieps.vic.edu.au
<b>Out of Hours School Care</b>	0402 043 810
<b>Principal</b>	Ms Linda Jones
<b>Assistant Principal</b>	Mr. Michael McCarthy
<b>Business Manager</b>	Mr Bruce Hopcroft



## **TERM DATES FOR 2017**

**Term 1:** Year 1 to 6 students – Wednesday 1<sup>st</sup> February to Friday 31<sup>st</sup> March  
Preps – Thursday 2<sup>nd</sup> February to Friday 31<sup>st</sup> March

**Term 2:** Tuesday, 18<sup>th</sup> April to Friday, 30<sup>th</sup> June

**Term 3:** Monday, 17<sup>th</sup> July to Friday, 22<sup>nd</sup> September

**Term 4:** Monday, 9<sup>th</sup> October to Friday 22<sup>nd</sup> December

Prep students don't attend school on Wednesdays until Wednesday, 15<sup>th</sup> March 2017.

# School Profile

**Welcoming**

**Engaging**

**Achieving**

The 2016 Prep enrolment reflects a steady increase over the recent years and this trend of consistent growth is expected to continue with the area attracting younger families. The 2016 enrolment was around 560 students. We anticipate an enrolment of around 575 students in 2017. This rise in enrolments has allowed for greater flexibility in both staffing and curriculum.

We focus strongly on maintaining and fostering our school as a learning community, valuing interaction between and contribution from students, parents, teachers and the wider community through:

- providing an environment that is safe and secure
- facilitating effective communication to foster strong partnerships
- providing equal opportunity for all members of the school community
- providing regular professional development for staff
- valuing and facilitating academic excellence
- supporting students to attain their individual potential by building on their strengths and experiences
- encouraging, recognising and rewarding achievement and effort
- developing in students such qualities and social skills as tolerance, responsibility, communication, independence, problem solving, creativity and respect for themselves and others
- providing and fostering a cooperative environment where students can share the responsibility for their own learning, behaviour and health

Our main aim is to foster in students, qualities and skills which will enable them to be successful, confident and tolerant individuals, able to contribute positively to a constantly changing society.

Carnegie Primary offers a comprehensive curriculum in line with the Australian Essential Learning Standards including a language other than English (Japanese). We strongly emphasise the development of skills in English and Mathematics. Specialist programs are offered in the Arts, Physical Education, ICT and Japanese, with a perceptual motor program (PMP) provided in preps and grade one. We embrace an Inquiry Learning model ensuring essential learnings contained in the AusVELS and Victorian Curriculum are covered in a student's journey at CPS.

To actively support these curriculum areas, the following enrichment programs are provided:

- Life Education
- social skills development program including the 'You Can Do It', 'Bounce Back' and 'Restorative Practices' education programs
- swimming
- camping
- interschool sport
- junior school council
- student leadership program
- buddy program
- instrumental music (piano, keyboard, guitar and violin)

The school's grounds consist of a large grassed oval, all weather cricket pitch, basketball and netball courts as well as shaded fixed play equipment. A 6 classroom learning centre was constructed in 2011 as part of the BER program. This was complemented by the refurbishment of some of our more traditional upstairs classrooms and the refurbishment of our administration area in the main building. Early in 2016 we were successful in obtaining \$4,000,000 of capital works funding from the state government. There is much work to be done and the exact timeline is still to be given to us but we envisage the money being spent on the building of a new hall/gymnasium complex which has been the number one priority for many parents. This will be a fantastic facility but we are also excited to have the opportunity to considerably enhance our teaching and learning spaces to support 21<sup>st</sup> century learning and our teaching and learning pedagogy. What exciting times lie ahead!

To facilitate improved student learning outcomes, the school has identified three major student learning goals:

- To further develop differentiated curriculum and effective teaching practice based on challenging and appropriate learning outcomes for all students
- To develop a whole school approach to the teaching of mathematics and improved teaching practices through ongoing and supportive professional development
- To develop common pedagogical understandings using the E5 Instructional Model which underpins inquiry learning

# The School Council

The School Council is a representative body which is responsible for developing and implementing the policies of the school. The School Council is comprised of parents, teachers, the principal and community representatives. School councillors nominate for the various sub-committees, which report back to council. The sub-committees are Finance, Buildings and Grounds, Out Of School Hours Care, Policy and Programs, Marketing and PFA. The term of office for school councillors is two years with elections held each February / March. The School Council and each subcommittee meets monthly. Membership of the School Council can be rewarding and all parents are encouraged to consider nominating for vacancies.

## Message from the School Council

Dear New Parents,

On behalf of the School Council we welcome you and your child. At Carnegie Primary School we pride ourselves on the sense of community that has been cultivated at our school. We encourage an active, positive and rewarding partnership between parents and our staff. We would like you to feel that you can become involved in the school at many different levels such as joining groups or assisting in areas such as:

- School Council
- Parents and Friends' Association
- social and fundraising events
- sports and special events assistance
- assisting in classes - reading, typing, perceptual motor activities
- computer and technological advice
- coaching
- mentoring of students
- working bees

We look forward to a happy association with your family and trust that the time spent with us will be an enjoyable experience.

Yours sincerely,

Susan Harper  
SCHOOL COUNCIL PRESIDENT

# HELPING TO PREPARE FOR SCHOOL LIFE AT CPS

## BEFORE YOUR CHILD STARTS SCHOOL

- ◆ Leave your child for periods with another adult to help them gain both independence and confidence that you will return.
- ◆ Have practice play lunches and lunches in their lunch box before they start school. This will familiarise them with the procedure and show you the difficulties caused by 'Glad-Wrap' and lunch boxes that are difficult for little fingers to handle. It would assist both the teacher and the child if a small play lunch could be packed quite separate from the main lunch.
- ◆ Please teach your child to put on shoes and tie shoe laces correctly. If your child is unable to tie shoe laces, buy shoes with clips or buckles that your child can handle.
- ◆ Be sure your child can use the toilet unaided and knows how to flush it, and to wash their hands afterwards. For those with boys, ensure they know how to use the urinal.
- ◆ Give your child challenging and interesting things to do. Puzzles, games, sorting activities etc. will all make school work so much easier. Recognising jigsaw shapes will one day help them recognise the shapes of numbers and words. Provide equipment such as blunt nosed scissors, paper, plasticine, paints and crayons, giving plenty of opportunities to practise with them.
- ◆ If you have any doubts about your child's hearing or eyesight, take them to your doctor before starting school. Poor hearing or eyesight may affect your child's settling in and progress at school.
- ◆ Please ensure that your child knows how and when to use the school crossing at the traffic lights. If you drop them off by car, it is important that they still walk along to the school crossing to cross the road.
- ◆ Talk about how long the school day will be, for example, "It's as long as kindergarten, but you'll have your lunch after that, and perhaps some stories and then I'll come and get you." Talk about the difference between 'playtime' and 'lunchtime'.
- ◆ Teach your child to put on a coat, a jumper and a cardigan without assistance.
- ◆ Help your child's developing independence by allowing them to tackle appropriate tasks by themselves and by praising both the effort and the result.



## THE FIRST FEW DAYS

- ◆ On the first few days, if tears start, assure your child that you will pick them up at home time, kiss goodbye and leave. Tears usually cease very soon after the parents are out of sight. Please keep the ‘before school’ routine as calm and ‘normal’ as possible.
- ◆ Organise a meeting point close to your child’s classroom where they can look for you at the end of the day.
- ◆ Most children are very tired after their school day and many need an earlier bedtime or extra naps on weekends or after school to ‘catch up’. Please consider keeping extra curricular activities after school to a minimum, particularly in Semester 1.
- ◆ Your child may not wish to discuss their day at school, or they may give you every detail. Always show interest in what is offered and peruse any work that is brought home. Parents provide the strongest role model for their children and your interest and encouragement will be reflected in the efforts of your child.
- ◆ Please try to be punctual at all times. Ensure your child is at school on time and you are there to pick them up after school.
- ◆ Please make sure your child attends school regularly. Absences and lateness can hinder a child’s progress. The first year at school is most important and so, unless your child is ill, please make sure they attend every day. A written note or email is always required after an absence.
- ◆ If you are concerned about any aspect of your child at home or at school, please make an appointment to see your child’s teacher.



## SUGGESTED LUNCH

Children either eat their lunch inside or outside, supervised by their teacher. The lunch need not be too large - one round of sandwiches and a piece of fruit in most cases is sufficient. Plastic lunch boxes and drink bottles should be clearly named. Please note that glass bottles should not be brought to school.

Include another piece of fruit or small snack separately for your child to eat for play lunch at morning recess.

We encourage litter free lunches and request where possible that food is placed directly into lunch boxes, eliminating paper and plastic wrapping which are the cause of much schoolyard litter. Our aim is to encourage sustainable practices.



## **BRAIN FOOD**

During the morning session, classes have a 'Brain Food' break. This usually occurs at about 10am. Brain food snacks consist of fruit, cut up vegetables or cheese. Nutritional non packaged food is the best option for this time as it allows children to fill the gap from breakfast to recess. It is an additional snack to their recess snack so please pack both. Due to the changes in timetable at the beginning of the year, Brain Food will commence towards the end of term 1 in prep.

## **CLASSROOM ASSISTANCE**

- ◆ Teachers value the assistance of the many parents who come to school regularly to hear the children read. Early in the year you will receive notice of times when you can assist with listening to children read and discussing books with them. You will have the opportunity to hear from one of the prep teachers on how you can best support this activity.
- ◆ Throughout the year, there will be opportunities to assist in the classroom and attend relevant information sessions that will help you support the classroom teacher and the literacy programs.



## **HELPING YOUR CHILD TO LEARN TO READ**

Until now, you have been your child's main teacher. Now the school is taking over the formal teaching of reading with you supporting your child's learning at home.

Your child will have many new experiences at school. It is important to note that while the development of reading skills follows a similar pattern for all students, the time taken to do so will vary with each individual. Encouragement is important to ensure that your child develops confidence as a reader and enjoys reading now and in the future. Making time to share books and talk about them will help develop a positive attitude.

At the beginning of school, children are introduced to very basic concepts of printed material, such as knowing where the front of the book is and what sounds different letters make. Some children will come to school knowing these things which is great, but not necessarily something we expect from children beginning school. Prep teachers will introduce letters, sounds and high frequency words and will begin modelling what reading looks and sounds like.

At Carnegie Primary School we use the CAFE approach to the teaching and development of reading skills. CAFE is an acronym for Comprehension, Accuracy, Fluency and Expanding vocabulary. All of these areas are equally important to the development of reading. Finding books that your child likes to read, or listen to you read, is important. It is ok to read them many times to the point where your child will believe they are 'reading' when they imitate you.

## HOW TO HELP

- ◆ Encourage your child to talk with you about everyday things - things you see when out shopping or in the car, television programs, things children draw or build. In this way you extend the words they understand and the ways they can share ideas through language.
- ◆ Read stories to your child every day. The stories may be in English or in another language your child understands. Make it an enjoyable time, perhaps at bedtime. Through stories you share your pleasure in books and help your children get to know the language used in them.
- ◆ As you read, hold the book so that your child can see it too. You might run your finger smoothly along under the lines as you read, so that they become aware of some of the features of print such as where to start reading. Encourage children to join in the parts that they know by heart, thus building confidence in their ability as readers.
- ◆ Not all print is in books. The breakfast table usually has plenty of print on it - on the cereal packet, the margarine container, the bread wrapper. So do road signs, service stations, shops. Whenever your child comments on this print, respond enthusiastically; for example, “Yes, the same word is on the label too. Can you find it?”
- ◆ When children draw or when you have been talking together, write down one of their sentences and stick it up on the wall or the refrigerator. Encourage your child to write too. Their writing may at first look like scribble, but it means something to them. They are learning how to communicate through print.
- ◆ When your child brings home sentences from school, ask them to tell you about the sentences. It doesn’t matter if the words aren’t exactly right. Sometimes they won’t remember what the sentence says, so ask them to tell you about the picture. Then you can respond, “That’s what it says, doesn’t it: ‘I am riding my bike.’”
- ◆ When your child brings home their first books, share their excitement with them. At first they will ‘read’ by remembering the sentence patterns or looking at the pictures. This is a natural stage in learning to read. As they begin to understand more about reading, they will use the print message more. The most important thing is that you encourage them to make sense of what they read. If what they say doesn’t make sense, repeat it and ask, “Is that the way we say it?” or “Does that make sense?” If children get stuck on a word, don’t ask them to sound it out unless it is a simple phonetic word such as dog, sun or cat. Ask them a question that will give them a clue as to the difficult words, such as “Where were they going?” or “What do you think they are doing?”



### *Try to*

- ◆ Make reading time a pleasure, not a chore.
- ◆ Let your child feel that they are doing well.
- ◆ Encourage their attempts to make sense of what they read instead of drawing attention to their mistakes.

Give children clues to help them work out unknown words instead of making them sound them out.



# Parents & Friends' Association

The Parents & Friends' Association (PFA) was formed to enable parents and friends of students at the school to play an active role in their children's education and in school events. It is a vital part of the school community and represents our families at the school.

Our objective is to raise funds for the benefit of the children and the school. Members meet on a monthly basis to discuss ideas for fund raising activities and to plan social events. The association is an active one and the school community generously supports our activities, resulting in a substantial contribution to the school. Recent fundraising activities have targeted literacy, classroom furniture, outdoor landscaping and playground improvements.

The members are a friendly group and enjoy many social functions together. It is a great way to meet new people and to enjoy the company of friends whilst helping the school. We understand that everyone's lives are busy and appreciate whatever time members are able to offer to the school.

Some of the social, fundraising and community activities of the Parents and Friends' Association from previous years are:

- welcoming new parents during prep orientation and at our annual School Expo
- welcoming prep families at the first social occasions such as Pizza Night
- Easter Egg Raffle & Hot Cross Bun Drive
- Fete and Trivia Nights
- social Nights
- Mothers' & Fathers' Day stalls for the children
- "Walk for the School"
- Bunnings BBQ
- Christmas cake baking and Carnegie Street Festival
- end of year school picnic and concert
- Occasional hot chocolate and popcorn sales to students



# School Programs

## Maximise Your Child's Potential:

- Academic opportunities
- Leadership opportunities
- Sporting opportunities
- Musical opportunities
- Artistic opportunities
- Public speaking opportunities

## Curriculum

At CPS we embrace a comprehensive curriculum with a strong emphasis on academic development along with social, emotional and physical development.

The new Victorian Curriculum is based on eight learning areas and four general capabilities.

The Learning Areas are – English, Mathematics, Science, Health & PE, Languages, The Humanities, The Arts and Technologies.

The Capabilities are – Critical and Creative Thinking, Intercultural Capability, Personal and Social Capability and Ethical Capability.

More detailed information is available at: <http://victoriancurriculum.vcaa.vic.edu.au/>

## Parental Involvement in School

- Parent Information Sessions
- Assisting in classroom programs
- Participating in whole school activities such as sports coaching
- Participating in incursions and excursions
- Classroom open mornings / afternoons
- Regular monitoring of homework
- Attending school assemblies
- Helping on “special” days, such as sports days
- Working Bees

## Music

- Visiting instrumental teachers in keyboard, strings, piano and guitar
- Opportunity for performance at assembly and concerts, fetes, kindergarten visits
- Part-time specialist music teacher
- School concerts
- School choir

## Information Technology

- Full time specialist ICT teacher teaching all classes computer skills, coding etc.
- Fully equipped computer room with interactive whiteboard, notebooks and iPads in all classrooms.
- Cybersafety programs

## The Arts

- Specialist Visual and Performing Arts teacher for Years Prep-6
- Part-time music specialist teacher
- Well equipped Arts room
- Opportunity for performance at assembly and concerts
- Whole school concerts.

## Physical Education

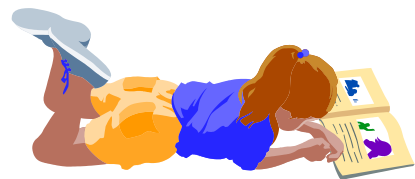
- Comprehensive physical education program for Years Prep-6
- PMP (Perceptual Motor Program) for preps
- Intra-school team sports Years 3-6
- Interschool team sports Years 5-6: netball, basketball, football, soccer, softball, volleystars etc.
- Interschool swimming, athletics, and cross country carnivals
- Intensive swimming program for all children Years Prep-6
- Year 3-6 Swimming and Athletics carnivals
- Prep to 2 Athletics Fun Day

## Language Other Than English – Japanese

- Japanese Language program Years Prep-6

## Library

- Library for Years Prep to 6
- Lunch time borrowing
- School library providing reference and non reference material.



## Life Education

Life Education program for Years Prep to 6 and a session for parents (every 2 years)

## Excursions and Camps

- Annual school camps for Years 3, 4, 5 and 6
- One night sleepover at school for Year 2
- Parent assistance in supervision of students during excursions valued and encouraged
- Regular excursions and incursions for Years Prep-6 in support of classroom programs.

# School Programs

## Extra-curricular Activities

Carnegie teachers and staff and some private groups run numerous lunch-time activities for students:

- Envirostars
- Sustainability club
- Library time
- Inside games
- Japan club
- Technology Tuesday
- Homework club
- DramaTime
- Chess club
- Kelly sports circus skills

## Sustainability

- Weekly rubbish free lunch days
- Reduce, Reuse, Recycle programs
- Vegetable Patch
- Lunchtime Sustainability Club
- Envirostars – group of students with responsibility for sustainability



## Student Welfare

- Junior School Council Reps (Gr 3-6)
- ‘You Can Do It’ and Bounce Back social skills programs
- Restorative Practices Approach
- Prep/Year 6 Buddy program

## Student Leadership

- School captains and vice captains
- Junior School Council Reps
- Subject & House Captains
- Leadership Program
- Envirostars

## Student Recognition Program

- Student Achievement Awards
- Principal’s Awards
- School Captains and House Captains with Leaders’ Roles and Responsibilities

# General Information and School Routines

## School times

9:00	School commences
9:00 - 11:00	Session 1
11:00 - 11:30	Recess break
11:30 - 1:30	Session 2
1:30 - 1:40	Lunch (supervised by teachers)
1:40 - 2:30	Lunchtime break
2:30 - 3:30	Session 3
3.30	School dismisses

## Other routines

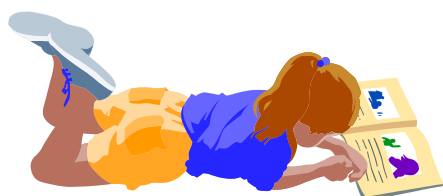
- Monday whole school assembly.
- Friday fortnightly whole school assembly in the hall conducted by Year 6 school captains.
- Student awards presented at the assemblies.
- Parents welcome at all assemblies.
- Children are supervised eating lunch by teachers (1.30-1.40).
- Supervised indoor program over lunchtime during wet weather and very hot days.

## Newsletter

The Carnegie Primary School Parent Newsletter is published fortnightly on a Tuesday. It contains a diary of coming events, a Principal's Report, Parents and Friends news, general news, student items and local advertising. Families can subscribe to receive this newsletter by email via a link on the front page of our school website: [www.carnegieps.vic.gov.au](http://www.carnegieps.vic.gov.au). If you prefer, a paper copy of the newsletter can be provided to your eldest child each fortnight. A direct link to each newsletter is also provided on the school website.

## School App

Our school App, Skoolbag, can also be downloaded and set up on your phone or smart device. Instructions for this are also available on the front page of the school website. We use this app for reminders, important information and urgent notifications and we believe it is in all our interests to have all families subscribed if possible.



## Attendance

### Student Absences

If a student is absent from school, parents are required to send a note or email to the class teacher on the child's return to school, stating the reason for the student's absence. Parents are encouraged to use the school app, email the school at: [carnegie.ps@edumail.vic.gov.au](mailto:carnegie.ps@edumail.vic.gov.au) or phone the office if their child is absent from school.

### Students Leaving Early

Children are not permitted to leave the school grounds during normal hours of instruction without the permission of the Principal or Assistant Principal unless they are being picked up by their parent. Children may leave the school ground on school business but only under the supervision of a teacher. If they are taken out of the school, parental approval is also required.

Our school has the security of high fences on all boundaries and the gates are locked during school hours.

At the parents' written request, children may be released during the day provided they are called for at school. In this instance children are collected at the office or classroom. It is not the practice to allow unattended children to leave the grounds. A form must be completed at the office and handed to the child's class teacher before the child leaves.

Urgent matters can be dealt with at any time so please contact the office.

### Enrolling Students

Under the Health Act, all children enrolling in primary school or transferring between schools are required to present an immunisation certificate stating whether the child has been immunised against diphtheria, tetanus, polio, measles and mumps.

### Exiting Students

Parents are requested to inform the office as soon as possible when their child/ren are transferring, as a transfer note and other relevant documents will need to be sent to the new school.

## School Requirements

Classroom requisites are bought in bulk, and are charged as part of the booklist. There is also a levy to cover consumables i.e. photocopy paper.

Our School Council asks all parents to contribute to a Voluntary Contribution Scheme. This money is used to maintain and improve our buildings and grounds.

Families eligible for the Education Maintenance Allowance may use this to pay for the booklist.

## Excursions, Incursions and Camps

Throughout each year, a number of excursions, incursions and camps are held relating to the educational programs your children are participating in at school. It is important for your child to attend these activities as much work occurs before and after these excursions/incursions. Notices are sent home informing you of the activity, dates, location etc. Please ensure these forms are signed and returned to the classroom teacher as soon as possible. Children who do not have a signed consent form cannot be permitted to attend the excursion.

## Government Assistance CSET (Camp, Sport and Excursion Fund)

Parents who are the holders of a Health Care Card are often entitled to an annual payment per primary aged child. When funds are made available, application forms may be picked up from the office and Health Care Cards must be shown upon application. Forms are available in Term 1. Information is made available via our school newsletter.

## Student Information

Parents are asked to inform the office as soon as any personal details change for their child/ren. This includes change of home, work and mobile phone numbers, change of family doctor and change of emergency contact numbers.

Please make this a priority as students are often upset when they are unwell and become anxious when we are unable to contact you.

## Communication

- Parent Information Evenings
- 'You Tell Us' evening in February
- Regular formal parent/teacher meetings
- Teachers freely available to meet with parents by appointment
- Written school reports mid year and end of year
- Regular school newsletter each fortnight.
- Skoolbag App
- School website
- Emails to and from teachers
- School notice boards
- Displays of work throughout school
- Diaries Years 3 – 6, used as a means of communication

## Before & After Care

To ensure student safety, it is school policy that any child who is left unattended in the playground before 8.45am or after 3.45pm (i.e. when there is no teacher on yard duty) will be placed in the Before or After School Care Program with parents responsible for the fees.

The program is part funded by the office of Pre-School and Child Care and by parent fees. Fee relief is available for eligible families.

We advise parents to fill in an Out of School Hours Care Program enrolment form so that if you are delayed, caught in traffic or have any other emergency, you may avail yourself of this service.

An enrolment form for Before and After School Care is available from the office or at Out of School Care in the hall. Times for booking places on Curriculum Days and during holiday programs are published in the school newsletter during the year.

## Visitors

All visitors are asked to call in at the office when visiting the school and collect a visitor's pass.

# Student Safety And Welfare

## Location and Safety

- High fences and secure gates surround the school.
- Three supervised school crossings and effective pedestrian crossings.
- Teachers on yard supervision during morning and lunch recesses.
- Gates are locked at 9.30am and re-opened at approximately 3.15pm.

## Buildings and Accommodation

- Well maintained heritage buildings.
- 6 classroom open plan learning centre
- Air conditioning
- The Arts rooms – visual arts and separate music room
- Carpeted, heated and cooled school hall with stage and kitchen facilities.

## Grounds

- Extensive grassed and treed play areas.
- Excellent school oval
- Shaded play equipment
- Play areas for junior and senior children
- Netball and basketball courts
- Cricket pitch
- Vegetable gardens
- Japanese garden for quiet reflection area

## Uniforms

- Uniforms can be purchased at PSW, Ormond.
- Winter and summer uniforms
- The wearing of the uniform is compulsory
- As part of the Sunsmart program, sunhats are worn outdoors as part of the uniform policy during Term 1 and 4.
- Regular second hand uniform stalls.

## School lunches

Children are encouraged to bring a nutritional lunch. The school must be notified of any food allergies/intolerances. Children are asked not to share their food. Glass bottles and cans are not permitted for safety reasons. Lunch orders are provided by A.J. Bakery.

## Bicycles and Helmets

The law requires that all cyclists must wear an approved bicycle helmet. Our School Council recommends that only students in years 4, 5 and 6 ride a bicycle to school unaccompanied by an adult. A bicycle compound is provided in the grounds, which is locked during school hours.

## First Aid Protocols

Children who are sick during the day are sent to the First Aid room. If children need to go home, parents or carers are informed and children are collected from school.

If children are **very** sick or more seriously injured and parents or their emergency contact person cannot be contacted by phone, we are obliged to ring an ambulance to take the child to the doctor or hospital. DE&T does not provide personal accident insurance for students. Parents and guardians are responsible for paying the costs of medical treatment for injured students including medical transport. Teachers cannot take children to the doctor or hospital in private cars. The cost of the ambulance will be the responsibility of the parents. We advise parents consider taking out ambulance cover. Health Care Card holders receive free ambulance service.

## Sunscreen in Hot Weather

We recommend that your child arrive at school with sunscreen already applied in the hot weather. They can then reapply at lunchtime if needed. We highly recommend a roll on lotion as it is easier for young children to apply. Please supply your child with their own sunscreen.

## Car Travel

For the safety of all children in the school community, parents transporting children to and from school by car are strongly requested to:

- Use the legal parking zones.
- Ensure your child uses the manned school crossing to cross the road to reach your parked car or enter the school grounds.
- Adhere to the 40km speed zone.

## Supervision Before and After School

Supervision of the playground before school begins at 8.45am and finishes after school hours at 3:45pm. Students should not arrive at school before 8:45am and they are to be collected by 3:45pm.

## Toys

Toys that could be dangerous to children must not be brought to school e.g. toy guns. Toys and possessions that are expensive or precious to your child should not be brought to school. We are unable to take responsibility for the safe care of such property.

## **Child Safety Policies and Practices**

In September 2016, the Government released new minimum Child Safety Standards which aim to create safe cultures and environments in organisations that work with children. We, along with other schools, have worked on policies, protocols and programs to achieve compliance in this area from the commencement of 2017. Our Child Safe policy, Child Safety Code of Conduct and updated Wellbeing Policy are on our website. Paper copies are available from the office. Further information is available at :-  
<http://www.education.vic.gov.au/childhood/provider/regulation/Pages/chilsafestandards.aspx>

## **Working with Children Checks**

In line with the above guidelines, Working With Children Checks require stronger oversight for visitors and volunteers in schools. As a result, any parent or carer who wishes to attend an excursion and supervise a group of students (e.g. visiting the zoo, museum, Scienceworks etc) will need to provide the school with a Volunteer Working With Children Check. Obviously the primary duty of care always falls to our teachers but on such occasions, parents may be the primary carer for a period of time at an excursion.

These are free and relatively easy to obtain on line at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

Such checks aren't required for parents who attend sessions such as Book bags or the Parent Helpers program as activities such as this are exempt under the guidelines. If you have any questions or need assistance, please see the principal or assistant principal.

## CODES OF CONDUCT -from CPS Student Engagement & Wellbeing Policy

<b>All Members of Carnegie Primary School community have a right to</b>		
<ul style="list-style-type: none"> <li>• fully participate in an environment free of discriminatory behaviour</li> <li>• be treated with respect and dignity</li> <li>• feel valued, safe and supported</li> </ul>		
<b>All members of the Carnegie Primary School community have a responsibility to</b>		
<ul style="list-style-type: none"> <li>• participate and contribute to a learning environment that is supportive and respectful of self and others</li> <li>• ensure their actions and views do not have a negative impact on the health and wellbeing of others</li> <li>• acknowledge their obligations under the Equal Opportunity Act 1995 and the Charter of Human Rights and Responsibilities Act 2006</li> </ul>		
<b>Students have the right to</b>	<b>Staff have the right to</b>	<b>Parents have the right to</b>
<ul style="list-style-type: none"> <li>• Feel safe and accepted</li> <li>• Be treated with respect, consideration and tolerance</li> <li>• Learn to play without interference</li> <li>• Express needs and concerns and gain a fair and sympathetic hearing</li> <li>• Be treated equitably</li> <li>• Expect that personal or community property will be respected</li> </ul>	<ul style="list-style-type: none"> <li>• Expect to be able to work in an atmosphere of order and cooperation</li> <li>• Use discretion in the application of rules and consequences</li> <li>• Receive respect and support from the school community</li> </ul>	<ul style="list-style-type: none"> <li>• Know that their children are in a safe, supportive learning environment where they are treated fairly and with respect.</li> <li>• Expect a positive and supportive approach to their child's learning</li> <li>• Expect communication and participation both in their child's education and behaviour</li> </ul>
<b>All students have a responsibility to</b>	<b>All staff have a responsibility to</b>	<b>All parents have a responsibility to</b>
<ul style="list-style-type: none"> <li>• Act in a safe manner</li> <li>• Respect the rights and needs of others</li> <li>• Listen to the opinions of others</li> <li>• Respect their own property and the property of others</li> <li>• Accept the consequences of their behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Build positive relationships with students as a basis for engagement and learning</li> <li>• Use and manage the resources of the school to create a stimulating, safe and purposeful learning environment</li> <li>• Treat all members of the community with respect, fairness and dignity</li> </ul>	<ul style="list-style-type: none"> <li>• Build positive relationships with members of the school community</li> <li>• Ensure students attend school and have the appropriate learning materials and uniform</li> <li>• Promote respectful relationships</li> </ul>

Ministerial Order No. 870 defines 'school staff' broadly to include employees, volunteers, contracted services providers and visitors to the school.





# C.P.S UNIFORM POLICY

## **Rationale:**

A uniform dress code for all students attending Carnegie Primary School reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community and assists in developing pride in representing their school. Issues of equality, health and safety and expense are also factors that contribute to the establishment of this Uniform Policy.

## **Aims:**

- To promote equality amongst all students.
- To further develop a sense of pride in, and identification with our school.
- To provide durable clothing that is cost effective and practical for our school environment.
- To maintain and enhance the positive image of the school in the community.

## **Implementation:**

- School uniform is required during school hours, while travelling to and from school, when students are on school excursions or representing the school during outside hours occasions.
- Summer and winter uniforms form part of the range of choice available for students and families. School uniform will be made available for purchase through the school's uniform shop.
- A list of designated school uniform items will be distributed to all new families.
- Carnegie Primary School colors are navy and gold only.
- All children involved in interschool sport competitions and programs will be required to wear designated team uniforms. Navy blue netball skirts and bike shorts may only be worn for sporting events.
- For safety reasons, jewellery, with the exception of watches and plain studs or small 'sleeper' earrings, is not permitted.
- Other than clear nail polish, cosmetics may not be worn at school.
- The only acceptable hats are navy blue legionnaires or broad brimmed SunSmart hats. They must be worn outside in terms 1 & 4. Hats are not to be worn inside.
- Closed in shoes must be worn at all times. No thongs, gumboots, sandals or heeled shoes are to be worn. Navy, white or grey socks are preferable but not compulsory.
- On cold days, children may wear coats, hats or scarves but such items are not part of the school uniform and are not to be worn inside the classroom.
- The Parents and Friends Association will operate a second hand scheme for good quality used uniforms and will operate a second hand uniform store for parents.
- Details of uniform items and times available for purchase will be published in the newsletter.
- School Council requires the principal to be responsible for implementation of the Dress Code in a manner consistent with the Student Code of Conduct.
- Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship.
- Parents may choose to purchase plain navy and gold uniform items but they must match our uniform shop items.
- Parents seeking exemptions to the Uniform Policy due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council for consideration.

## **Evaluation:**

- School community input will be sought with regard to the school uniform.
- School Council must approve school uniform together with any proposed changes or additions.
- This policy will be reviewed as part of the school's review cycle.

## CARNEGIE PRIMARY SCHOOL UNIFORM

The Carnegie Primary School Council has a school Uniform Policy and expects the wearing of school uniform. Parents may choose from the following items:-

### **GIRLS:**

Summer dress  
Navy blue shorts or skirts  
Navy blue windcheater - school emblem preferred  
Navy blue bomber jacket - school logo preferred  
Gold or navy blue T-shirt - school emblem preferred  
Gold or navy blue polo shirt - school emblem preferred  
Navy blue tracksuit pants or leggings  
Navy blue tunic

### **BOYS:**

Navy blue shorts  
Navy blue tracksuit pants  
Navy blue windcheater - school emblem preferred  
Navy blue bomber jacket - school logo preferred  
Gold or navy blue polo shirt - school emblem preferred  
Gold or navy blue T-shirt - school emblem preferred

- Primary School Wear (PSW) is our preferred uniform supplier but parents may choose to also purchase equivalent navy and gold uniform items from local department stores
- House coloured t-shirts are available for wearing at sport and PE activities. Preps will be allocated their house once school has commenced
- Monogrammed graduation garments are organised for Year 6 students each year
- School hats are available from the school

We are a SUNSMART school, hence suitable hats (wide brim or legionnaires) must be worn during Terms 1 & 4.

Children must wear covered in shoes. Children can wear either runners or more traditional leather school shoes.

We also provide a Second Hand Uniform stall held during the term. Notification is in the newsletter.

Our school uniform items can be purchased online and at the PSW store:

1/596 North Road, Ormond (phone 97680387)  
SUMMER TRADING HOURS† (7<sup>th</sup> Nov 2016 – 11<sup>th</sup> Feb 2017)  
Mon to Fri: 9:00am - 5:00pm Sat: 9:00am - 1:00pm  
WINTER TRADING HOURS†  
Tues to Fri: 9:00am - 5:00pm Sat: 10:00am - 1:00pm

Brochures are available from the school office.

Please label all items of clothing, especially those that may be taken off, as well as things such as lunch boxes and school bags. Each term, a significant amount of clothing is left unmarked and unclaimed.