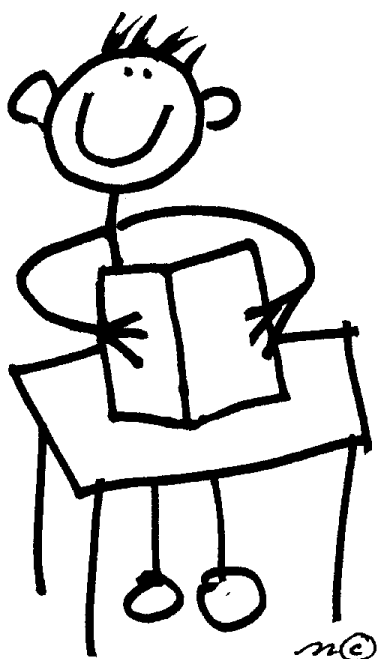




# Carnegie Primary School Information Booklet

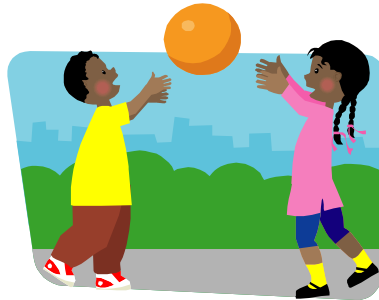


51 Truganini Road  
Carnegie 3163  
Phone: 03 9571 2662  
Email: [carnegie.ps@education.vic.gov.au](mailto:carnegie.ps@education.vic.gov.au)  
[www.carnegieps.vic.edu.au](http://www.carnegieps.vic.edu.au)



# 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>Email:</b>	carnegie.ps@education.vic.gov.au
<b>Website:</b>	<a href="http://www.carnegieps.vic.edu.au">www.carnegieps.vic.edu.au</a>
<b>Out of Hours School Care</b>	0402 043 810
<b>Principal</b>	Ms Karen Roberts
<b>Assistant Principal</b>	Mrs Karen Bentata-Grimm
<b>Business Manager</b>	Mrs Pip Sciffer



## TERM DATES FOR 2023

- Term 1:** Year 1 to 6 students – Tuesday 31st January to Thursday 6<sup>th</sup> April, 2023  
Preps – Thursday 2<sup>nd</sup> February to Thursday 6<sup>th</sup> April 2023
- Term 2:** Monday 24<sup>th</sup> April to Friday 23<sup>rd</sup> June, 2023
- Term 3:** Monday 10<sup>th</sup> July to Friday 15<sup>th</sup> September, 2023
- Term 4:** Monday 2<sup>nd</sup> October to Wednesday 20<sup>th</sup> December, 2023

**Prep students don't attend school on Wednesdays until Wednesday 15<sup>th</sup> March, 2023**

# School Profile

**Welcoming**

**Engaging**

**Achieving**

The 2023 Prep enrolment reflects a steady increase over recent years and this trend of consistent growth is expected to continue with the area attracting younger families. The 2022 enrolment was around 560 students. We anticipate a higher enrolment in 2023. 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 resilience, 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 Victorian Curriculum. We strongly emphasise the development of skills in English and Mathematics. Specialist programs are offered in the Arts, Physical Education, ICT and a language other than English, Japanese, with a perceptual motor program (PMP) provided in prep. We embrace a Discovery Learning model, ensuring essential learnings contained in the Victorian Curriculum are covered in a student's journey at CPS.

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

- biennial art exhibitions and whole school concerts
- coding and robotics
- social emotional learning framework that includes a whole school Start Up program, Bounce Back & Resilience, Rights and Respectful Relationships (RRRR)
- water safety and swimming lessons
- camps
- interschool sport
- junior school council
- student leadership programs
- buddy program between Prep and year 6
- instrumental music lessons from external providers (piano, keyboard, guitar and violin)

The school's grounds consist of a large oval, sandpits, a basketball and netball court as well as shaded fixed play equipment. In 2018 we embarked upon a capital works program funded by the State Government, to construct a gymnasium, art room and music facility. This building opened in late 2018 and the next step of upgrading and refurbishing the existing prep building began. This was completed at the start of 2019, enabling the 2019 prep students to be the first cohort to use the new facilities. A 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 renewal of our administration area in the main building. In 2022, we were successful in receiving Government monies as part of the shadesail grant. This increased our ability to provide shaded sunsmart play areas. We are currently completing a refurbishment of our original toilet block with works to be completed in 2023.

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

- To maximise learning growth in literacy and numeracy for every student
- To maximise student engagement and learning growth in all areas of the curriculum
- To maximise health and well being outcomes for every student

# School Council

The School Council is a representative body responsible for establishing the broad direction and vision of the school within the school community. The School Council supports the school to provide the best possible educational outcomes for students and assists in the efficient governance 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 current 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 the notice of elections advertised through the newsletter and held each February/March. The School Council and Finance Committee meet monthly with other sub committees meeting as required. Membership of the School Council is rewarding and all parents are encouraged to consider nominating for vacancies as they arise.

## Message from the School Council

*Dear New Parents and Carers,*

*On behalf of the School Council we welcome you and your child to Carnegie Primary School. We pride ourselves on the sense of community that has been cultivated at our school and encourage an active, positive and rewarding partnership between families and staff. We know that when schools and families work together, this can have a positive impact on children's engagement, achievement and wellbeing. 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*
- *working bees*
- *assisting in classrooms at times*
- *supporting our library*
- *assisting with excursions (WWC required)*

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

*Yours sincerely,*

*Verity Walker*  
**SCHOOL COUNCIL PRESIDENT**

# 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.

The objective of the PFA 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 the updating resources in our library, literacy resources, 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 can offer to the school.

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

- Easter Egg Raffle & Hot Cross Bun Drive
- Fete and Trivia nights
- Sushi lunches for our students
- Mother's Day & Father's Day stalls for the children
- End of year school picnic
- Working bees
- Mango, Cherry, Apple sales throughout the year
- Occasional popcorn and icy pole sales to students



# HELPING TO PREPARE FOR SCHOOL LIFE AT CPS

## BEFORE YOUR CHILD STARTS SCHOOL

- ☺ Ask your child what they think about starting school.
- ☺ Encourage your child to ask questions about going to school.
- ☺ Talk to friends and other families about what school is like.
- ☺ Help your child stay healthy. Make sure they have regular health and dental checks and keep immunisations up to date.
- ☺ Leave your child for periods with another adult to help them gain both independence and confidence that you will return.
- ☺ Have practice fruit breaks, 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 separately from the main lunch.
- ☺ Please teach your child to put on shoes and tie shoelaces correctly. If your child is unable to tie shoelaces, 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.
- ☺ Show your child where the school is and talk about how you will get there.
- ☺ 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.
- ☺ Be positive about starting school and enjoy your child's excitement.
- ☺ Practice packing and unpacking their school bag and removing larger items such as lunchboxes and hats.





## THE FIRST FEW DAYS

- Make sure your child knows who will take them to school and pick them up on the first day.
- Help your child to organise their clothes, hat, shoes and socks the night before.
- Help your child to pack their school bag with a snack, drink, lunch and a hat.
- Place a spare pair of underpants and a change of clothes in a plastic bag. Let your child know these clothes are in their bag in case of any accidents at school.
- Put sunscreen on your child in the morning if it's needed.
- Show your child where you will meet them at the end of the school day.
- 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.
- In line with government policy/expectations, parents/carers must notify the school prior to 9am on the day of an absence. It is preferable that parents/carers notify us of this absence via the Compass App or through an email sent directly to your child's teacher. Log in details for Compass will be provided to all parents.
- 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.





## 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.

## SUGGESTED LUNCH

Children either eat their lunch inside or outside, supervised by their teacher, for the first ten minutes of lunchtime following the first few weeks of settling in at school. Lunch needs not be too large; one round of sandwiches and a piece of fruit in most cases is sufficient. Plastic lunch boxes and water 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, otherwise known as nude food 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.



## BIRTHDAY TREATS

Like many schools, a tradition in classrooms has been many children choosing to share a small treat with their classroom peers when it is their birthday. We think this is a lovely token and is a nice touch should families/children wish to do so. If this is something you and your family wish to do, we ask that you keep the treats small and consider healthy choices. Some children do choose to eat such treats at school but if you would prefer such treats to be bought home, please make you have shared your thoughts with your child's teacher.

## 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.



## HELPING YOUR CHILD 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. This partnership is valued by your child's teachers.

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, and 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?"

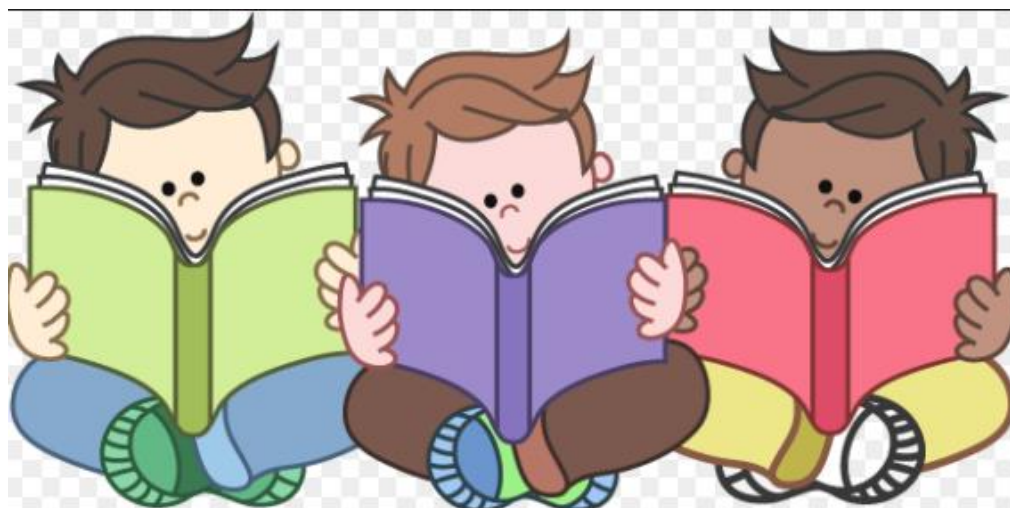
When children draw or when you have been talking together, write down one of their sentences and stick it up on the wall or the refrigerator. Encourage your child to write too. Their writing may at first look like scribble, but it means something to them. They are learning how to communicate through 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?"



- ☺ **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.**



# 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 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/>

## Music

- Part-time specialist music teacher
- Visiting instrumental teachers in keyboard, strings, piano and guitar for students in year 2 and beyond
- Opportunity for performances at assembly and concerts, fetes, kindergarten visits
- Biennial school concerts
- School choir

## The Arts

- Specialist Visual Arts teacher for Years Prep-6
- Purpose-built well-equipped Arts room
- Biennial Art Exhibition comprising of student artwork from all students

## Digital Technologies

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

## Physical Education

- Comprehensive physical education program for Years Prep-6
- PMP (Perceptual Motor Program) for preps

- Interschool team sports Years 5-6:
- Interschool swimming, athletics and cross-country carnivals Years 3 - 6
- Intensive swimming program for all children
- 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

- Weekly library sessions for all students
- School library providing reference and non-reference material



## 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 all students in all year levels

## Extra-curricular Activities

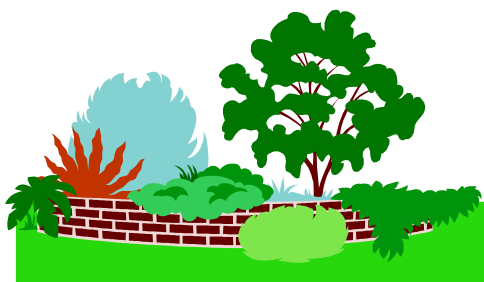
Carnegie teachers and staff run numerous lunch-time activities for students:

- Envirostars
- Library time
- Inside games
- Japan club
- Technology Club
- Lunchtime Choir

Please note that not all these are initially offered to prep children.

## Sustainability

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



- Junior School Council Reps, Years 3-6
- SRC comprised of Year 6 students
- Kinder and Year 5 Buddy Program
- Restorative Practices Approach
- Prep/Year 6 Buddy program

### **Student Leadership**

- School leaders from our year 6 cohort
- Junior School Council Reps
- Subject & House Leaders
- Leadership Program for senior students
- Peer Mediators, Year 5 students

### **Student Welfare**

- Structured transitions from one year level to another

### **Student Recognition Program**

- Student Achievement Awards

## **General Information and School Routines**

### **School times**

8:45am	School gates unlocked and students enter grounds to play until the 9:00am bell rings
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 dismissal

### **Other routines**

- Monday morning whole school assembly led by year 6 school leaders
- Student awards presented during assemblies
- Parents welcome at all assemblies
- Children are supervised eating lunch by teachers (1.30-1.40)
- Supervised indoor play during breaks on wet and very hot days

### **Newsletter**

The Carnegie Primary School Parent Electronic Newsletter is distributed 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 should subscribe to receive this newsletter via Compass. A direct link to each newsletter is also provided on the school website. [www.carnegieps.vic.gov.au](http://www.carnegieps.vic.gov.au)

## Compass School App

The Compass App, can be downloaded once the school year begins and set up on your phone or smart device. We use this app for reminders, permissions for excursions, important information and urgent notifications and all families need to subscribe. Compass log in details will be provided at the beginning of the school year.

## Attendance

### Student Absences

If a student is absent from school, parents are required to use the Compass App to log the absence prior to the school day beginning. An sms asking families to contact the school will be sent to families if students are absent without notifying the school in order to comply with Department of Education regulations.

### 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 school, parental approval is also required. Parents should log the early departure on the Compass App and then update the departure via the Compass Kiosk in the office foyer.

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

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

We follow relevant DET guidelines in relation to school requisites and information is placed on our school website. Schools provide students with free instruction to fulfil the standard Victorian curriculum and all contributions are voluntary. The environment and resources that we enjoy today represent the contributions made by our parent community over the years. The voluntary contributions make a significant difference to the quality of the programs provided and are an investment in your child's future. This financial support ensures that the school can continue to provide the excellent range of facilities and resources for your children.

This support has allowed us to:

- Provide high quality programs and specific subject materials and equipment for English, Mathematics, Science, ICT, Art, Music, Inquiry, Discovery, Language and Physical Education.
- Ensure the upkeep of our digital computer devices, smart boards, iPads and Laptops to enhance learning opportunities.
- Maintain sufficient class sets of books for students to develop their reading skills.
- Maintain and enhance the school grounds.
- Facilitate Literacy and Mathematics online digital subscriptions to enhance learning.
- Purchase stationery supplies for individual students and class bulk supplies.

## 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 via Compass informing you of the activity, dates, location etc. Please ensure you pay and give consent via Compass as soon as possible. Children who do not have consent cannot attend the excursion.

## Government Assistance CSEF (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 Evening for prep parents and carers
- 'You Tell Us' pastoral care meetings afternoon/evening in February
- Formal parent/teacher meetings – Student led conferences early in term 3
- Teachers freely available to meet with parents by appointment
- Written school reports placed on Compass both midyear & end of year
- Regular school newsletter available on Compass each fortnight
- Compass App
- School website
- Emails to and from teachers
- Displays of work throughout the school
- Diaries for students in years 3–6, used as a means of communication
- Open mornings and afternoons



## Out of School Hours Care

Youth Leadership Victoria: 0402 043 810

At Carnegie PS the Out of School Hours Care is led by Youth Leadership Victoria.

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 gym. 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, sign into our Compass Kiosk and collect a visitor pass.

Visitors must sign out on the Compass kiosk as they leave the school grounds.

# 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 from 8:45am during morning recess and lunch recess and after school until 3:45pm.
- Gates are locked at 9:05am and re-opened at approximately 3:15pm.

## Buildings and Accommodation

- Gymnasium building containing music room and visual arts classroom
- Well maintained heritage buildings
- 8 classroom open plan learning centre for our year 1 and 2 students
- Air conditioning & air purifiers in all learning spaces

## Grounds

- Grassed and treed play areas
- School oval completed in 2019
- Shaded play equipment including 'tree house' playground
- 3 sandpits
- Play areas for junior and senior children
- Netball and basketball court
- Vegetable gardens
- Bike shed for bicycles and scooters

## 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 for most of the year. Dates are advertised in the newsletter.
- Regular second-hand uniform stalls run by PFA and held in the school grounds. These are advertised in newsletters.

## School lunches

Children are encouraged to bring a nutritious 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. Students should have a reusable water bottle with them each day. Lunch orders are provided by A.J. Bakery and can be ordered via the Qkr app.

## Bicycles and Helmets

The law requires that all cyclists must wear an approved bicycle helmet. Students riding bicycles or scooters are expected to wear helmets. 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 and houses bicycles and scooters.

## First Aid Protocols

Children who are sick during the day are sent to the office and then the First Aid room. If children need to go home, parents or carers are informed, and children are to be 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. DET 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

The Child Safe Standards (the Standards) are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools \(PDF\)](#) provides the framework for child safety in schools. We, along with other schools, have worked on policies, protocols and programs to achieve compliance in this area. Our Child Safe policy, Child Safety Code of Conduct and updated Wellbeing Policies are on our website. Paper copies are available from the office.

## Working with Children Checks

In line with the above guidelines, Working With Children Checks give 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 the Book bags 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.



# CARNEGIE PRIMARY SCHOOL

## CHILD SAFETY CODE OF CONDUCT



### Help for non-English speakers

If you need help to understand this policy, please contact the school office.

### Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Carnegie Primary School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

### Acceptable behaviours

As Carnegie Primary School staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Carnegie Primary School commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the leadership team.
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).

- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

## Unacceptable behaviours

As Carnegie Primary School, staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child or student in a school environment except in accordance with the [Photographing, Filming and Recording Students policy](#) or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

## Breaches to the Child Safety Code of Conduct

All Carnegie Primary School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

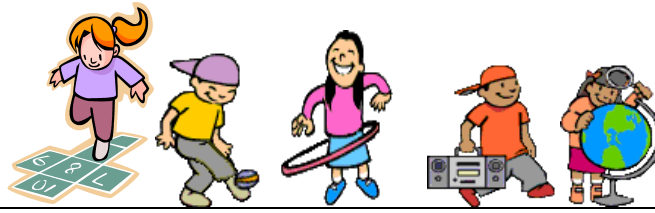
In instances where a reportable allegation has been made, the matter will be managed in accordance with the Department of Education and Training Reportable Conduct Scheme Policy and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Carnegie Primary School Child Safety Code of Conduct must be reported to the principal and leadership team.

If the breach or suspected breach relates to the principal, contact the assistant principal, leading teacher or learning specialist.

## Approval and review

<b>Created date</b>	July 2022
<b>Consultation</b>	School Council 20/07/22
<b>Endorsed by</b>	Principal - Linda Jones
<b>Endorsed on</b>	20/07/2022



## Carnegie Primary School Student Dress Code



Help for non-English speakers

If you need help to understand the information in this policy please contact the school administration office.

### PURPOSE

The purpose of the Student Dress Code is to outline Carnegie Primary School's requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by Carnegie Primary School's School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims:

- To foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Carnegie Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

### SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

### UNIFORM AND APPEARANCE

The full list of Carnegie Primary School's compulsory school uniform items are available at Appendix A to this policy.

#### **General appearance**

While at school, travelling to or from school or participating in school activities, Carnegie Primary School students must comply with the following:

- Uniforms should be clean and in good repair
- Uniforms must/should be clearly marked with the owner's name

### **Jewellery and cosmetics**

For safety reasons, students are not permitted to wear decorative jewellery to school. Stud earrings and sleepers worn in the ears, and watches, are the only acceptable jewellery. Other than clear nail polish, cosmetics may not be worn at school.

### **Hair and Sun safety**

Shoulder length or longer hair should be tied back to help restrict the spread of lice and for student safety.

School uniform hats must be worn outside until the end of April and from mid-August. School uniform hats may also be worn outside of this time period, by parent or student choice.

Hats are not to be worn inside.

Students and staff are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

### **Cold Weather Precautions**

On cold days, children may wear their choice of coats, hats or scarves whilst outside. Such items are not part of the school uniform and are not to be worn inside.

## **PURCHASE OF UNIFORMS**

- Uniform items can be purchased directly from the PSW (Primary School Wear) store in Ormond. The address is 1/596 North Rd, Ormond 3204. The phone number is (03) 9768 0387 , website, [www.psw.com.au](http://www.psw.com.au)
- Carnegie Primary School Parents & Friends Association also operates a second-hand uniform stall for families. Details of open times and dates are published in the School Newsletter. Donations of uniform items in good condition are also sought, in order to be able to provide this service to our community.

### **Support for families experiencing difficulty**

Please contact the Principal or Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including information about eligibility for uniform support through State Schools' Relief. Further information about State Schools' Relief is also available on their website: <https://www.ssr.net.au/>

## **IMPLEMENTATION**

Carnegie Primary School will ensure that this Student Dress Code is communicated to all families and students through our website and newsletter. We will assist students who may be experiencing difficulties complying with this policy where possible.

Students wearing non-compliant uniform items may be asked to change into a compliant item of clothing provided by the school.

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, a note will be provided to the student and parents by the classroom teacher. If non-compliance with the dress code becomes a continued occurrence, the Principal will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

## EXEMPTIONS TO STUDENT DRESS CODE

We recognise that there may be situations where the application of this dress code may affect students unequally.

Students and their parents or carers may apply in writing to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

## CONCERNS ABOUT THIS STUDENT DRESS CODE

Carnegie Primary School welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on the school website.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

Available publicly on our school's website, Reminders in our school newsletter, Discussed in student forums, Discussed at staff briefings/meetings as required, Included in transition and enrolment packs, Discussed at parent information nights/sessions

## FURTHER INFORMATION AND RESOURCES

- Carnegie Primary School Parent Complaint Policy
- Carnegie Primary School Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).

## REVIEW CYCLE

This Student Dress Code was last approved by School Council in August 2022 and is scheduled for review in August 2023, NOTE: The Department's Student Dress Code policy requires school councils to decide annually whether or not amendments or a full review of the dress code is required.

## APPENDIX A: CARNEGIE PRIMARY SCHOOL UNIFORM ITEMS

**Jumpers or Vests**

Navy blue bomber jacket - school logo preferred

Navy blue windcheater - school logo preferred

Wool blend jumper – school logo preferred

**Tops**

Gold or navy blue T-shirt - school emblem preferred

Gold or navy blue polo shirt long or short sleeved- school emblem preferred

Gold or navy blue skivvies

House coloured t-shirts are available and can be worn particularly during sport and PE activities

**Skorts**

Navy skort without decoration or brand name

**Headwear**

Navy blue / yellow headbands, hair ribbons, “scrunchies” or headwear worn as part of cultural/religious beliefs. Elastic Bands used to tie up hair may be worn in any colour.

**Dresses**

Navy, white, gold check dress

Navy blue tunic

**Shorts**

Plain navy blue shorts without decoration or brand name

**Pants**

Plain, navy blue track pants without decoration or brand name

Navy leggings without decoration or brand name

**Hats – to be worn during Sunsmart period dates advertised via newsletter**

Navy broadbrim or legionnaire’s hat with school logo

**Footwear**

Appropriate footwear is to be worn. Closed toe shoes must be worn at all times. No thongs, gumboots, sandals or heeled shoes are to be worn. Thongs may be worn to and from the pool during the swimming lesson program. Navy, white or grey socks are preferable but not compulsory.

**Sports uniform, year 5/6 interschool sport**

Swimming caps with the school logo may be purchased from the PFA prior to the swimming program

There are specific uniform requirements for students participating in senior sports. Depending on the sport, uniform items are supplied for the duration of the sports season. They need to be cleaned and returned to school at the end of the season in good condition

Year 5/6 students may purchase sport tops to be worn for interschool and school sporting events. Monogrammed Year 6 garments are organised for Year 6 students each year

**Accessories**

Backpack style school bag with logo

Art smock in house colours for junior classes