



Carrum Primary School 3385

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PARENT INFORMATION BOOKLET



A caring community since 1901
Working together, achieving success

WELCOME TO CARRUM PRIMARY SCHOOL

Welcome to the school community of Carrum Primary School. We strive to provide a safe, secure, happy, friendly and challenging environment which is ideal for learning. We have found that this is best achieved by promoting a genuine partnership and openness between staff and the school community. Together we can foster self-esteem by encouraging students to take an active role in becoming responsible for their own learning, to take calculated risks and to feel good about themselves. Carrum Primary School will continue to strive for excellence and is both proud and appreciative of its high level of parental involvement. We believe this to be a significant factor in the education of all children at our school.

The Victorian Curriculum provides the basis for curriculum planning in Victorian Schools and for reporting on student achievement. At Carrum Primary School, a comprehensive curriculum is offered from Prep to Grade 6 in the Key Learning Areas of Mathematics, The Arts, English, Humanities, Health and Physical Education, Science, Technology and Languages. An extensive Music program, Intensive Swimming program, Buddies program and Enrichment and Intervention programs all add to the opportunities offered to our students. In addition, Grades 3-6 participate in the Stephanie Alexander Kitchen Garden program creating appetising meals in the kitchen classes from produce they have planted and harvested in the school gardens. The school also broadcasts to the global world on our own radio station, 'Radio Carrum.' Our school also hosts the Carrum Environmental Living and Learning (C.E.L.L.) Centre that incorporates Rum-B-Run, our school farmlet, and a walk-in native bird aviary.

At the beginning of each school year, an Information Night is held to discuss the areas of learning to be covered in your child's year level. There will also be an opportunity for you to discuss issues relating to your child that you feel will impact on your child's learning and participation at school.

This booklet has been compiled to assist the smooth transition of families, particularly new families into school life. Commencing school is an exciting time for children and we wish you a very warm welcome to Carrum Primary School.

Looking forward to working with you.

Clem Langford
Principal

INFORMATION FOR FUTURE REFERENCE

TERM DATES 2019

Term 1	29 January 2019	5 April 2019
Term 2	23 April 2019	28 June 2019
Term 3	15 July 2019	20 September 2019
Term 4	7 October 2019	20 December 2019

TERM DATES 2020

Term 1	28 January 2020	27 March 2020
Term 2	14 April 2020	26 June 2020
Term 3	13 July 2020	18 September 2020
Term 4	5 October 2020	18 December 2020

SCHOOL HOURS

9.00 am to 10.40 am	classes
10.40 am to 11.10 am	morning recess (teachers on yard duty)
11.10 am to 12.50 pm	classes
12.50 pm to 1.50 pm	lunch recess (teachers on yard duty)
1.50 pm to 3.30 pm	classes
3.30 pm	home time

School dismissal time on the last day of each term may differ. You will be notified of this in advance in the school newsletter.

We also have “Extreme Weather” timetables where children have a reduced time outside and are supervised inside classrooms for recesses.

Teachers are on yard duty from 8.45 am to 3.45 pm Children in school grounds outside these times are not under the school’s supervision.

Parents are asked to ensure that their child arrives in time to commence classes at the stated time. We understand that there may be circumstances where this is not possible. However, it is disruptive to teachers, other children & parent helpers when a child arrives after the bell.

Similarly, could you please collect your child promptly at the end of the day. In the event of some unexpected delay, please telephone the Office so that we can inform your child. Children often become very distressed if parents arrive late.

Prep School Hours

You will be notified of an interview time for you and your child to attend a short interview with their teacher prior to the day they start.

While Prep children are adjusting to new routines and the school environment at the start of the school year, they attend Monday, Tuesday, Thursday and Friday from 9.00am – 3.30pm. Wednesdays begin after Labour Day (11th March).

CONTACT WITH THE SCHOOL

Our telephone number is 9772 1117 and we have email addresses listed on the cover of this booklet. Feel free to contact us at any stage.

Your child's teacher is always willing to discuss his/her progress during the term, although it is preferred that you arrange a meeting time in advance. Parents are asked not to interrupt teachers during class times.

Communication Options

- Term 1: Parents are invited to a meeting with the classroom teacher to discuss issues for sharing with the teacher that may affect learning goals and programs offered. These meetings are held in February.
Also, an Information Evening is offered to discuss the areas of learning to be covered in your child's year level.
- Term 2: At the end of this term, a written Report on the progress of each child is completed and sent home to parents and an opportunity is provided for Parent/Teacher interviews to discuss student progress.
- Term 4: At the end of this term, a written Report on the progress of each child is completed and sent home to parents.

SCHOOL NEWSLETTER AND NOTICES

The Newsletter is posted on the school website www.carrumps.vic.edu.au and uploaded to the app, FlexiBuzz (leaflet available from the office). The Newsletter contains information relating to what has happened over the week as well as notices of events that are coming up, special programs, activities and other community information. ***Please ask your child to check his/her bag every night for other notices and communications from the school.***

STUDENT EARLY LEAVE PASS

If a parent wishes to collect a child during school hours, the parent must first report to the Office where they will be required to sign the Early Release register. **NO child will be permitted to leave the school without following this procedure.**

Unless authorised by parents, adults who are not on the child's emergency contact list are not able to pick up your child. If an adult who is not the child's parent has authority to collect a child during school hours appropriate identification is required (i.e., drivers licence)

STUDENT LATE PASS

If your child arrives at school late, he/she must first report to the office where a Student Late Pass will be issued. Your child will then go to the classroom and the Student Late Pass is handed to the child's teacher.

AFTER SCHOOL CARE

Parents are able to access After School Care through 'TheirCare'. The program will run at Carrum Primary School before school (7am - 8.45am) and after school (3.45pm - 6pm). Visit TheirCare website for more information www.theircare.com.au

VISITORS BOOK

It is an Education Department requirement that all school visitors report to the office to sign in. A visitor's register is to be signed on arrival and departure. Visitors are required to wear an identification badge available from the office.

Please note that a Working with Children's Check is mandatory. Applications are available at www.workingwithchildren.vic.gov.au An OH+S Induction will be completed at the beginning of the year.

PUPIL ABSENCES

Please supply a note if your child is absent, or late, even if you have already telephoned the school. This is an Education Department requirement and these notes are kept in order to support the attendance records.

ASSEMBLY

Each Friday at 3.00pm, we have a whole school assembly. This is an opportunity for the school community to get together and it is great to see the number of parents who attend. Senior children conduct the assembly and the Principal gives a report regarding the week and upcoming events.

For the remainder of the week, the children line up in their prep area, grade 1-2 areas and grades 3-6 area.

PARENT INVOLVEMENT

Parents are always welcome in our school. Parent help and involvement is both encouraged and appreciated. Talk to your teacher about how you may be able to assist.

GROUNDS/MAINTENANCE

The whole school community shares the responsibility for the care and maintenance of the grounds and gardens. Families are encouraged to attend at least one Working Bee morning/afternoon. Working Bee dates are either advertised in the newsletter well in advance or a separate note is sent home.

SCHOOL UNIFORMS

All items of the required School Uniform, including the School bag, are sold through PSW, Primary School Wear, the store is located at 21 Playne Street Frankston or visit their website for online ordering www.psw.com.au

SUNSMART POLICY

We have a wide brimmed green School Hat, which must be worn outdoors at all times from September to May as part of our Sunsmart Policy. The hats can be purchased from PSW.

RECESS AND LUNCH

At Carrum Primary School, we aim to promote a healthy appetite and to encourage the eating of healthy foods. In the junior grades (Prep-2), please pack play lunch and lunch separately and indicate what your child is to eat at playtime. For Preps, please name their play lunch as this is placed in a classroom basket each morning. Don't be

dismayed if they do not eat all you have packed, as children are very keen to get out to play. We are trying to minimize rubbish at Carrum Primary School and ask that children bring Nude Food (food that is not wrapped) to school. At 10.00am, each day all students have a fruit snack break and they are encouraged to bring their water bottle each day. On Monday, Wednesday and Friday each week lunches can be ordered on line from the Packed Lunch Guy at www.packedlunchguy.com.au payments are made online and lunch and recess is delivered to the school in a cool bag in time for recess.

SWIMMING PROGRAM

An important component of the children's physical education is the Intensive Swimming programs. A block of sessions is organised for years 3-6 earlier in the year and for years Prep-2 towards the end of the year.

SCHOOL CAMPS

Grades 3 and 4 and grades 5 and 6 participate in a camping program. You will be notified in advance and payment options are available. Children who do not attend camp are catered for at school. However, children are encouraged to participate, as camps offer a unique environment for exploring and consolidating learning and for enhancing social and emotional maturity.

LIBRARY

The School Library will be available to your children to borrow on a weekly basis. They will need a Library bag for borrowing. Books are returned at the end of the terms for stocktake purposes.

SCHOOL CROSSINGS

Please always use the supervised school crossings. Children will learn to follow your example.

PARKING

Please observe particular parking restrictions around the school. Do not park in or across private driveways or the school's driveway. For the safety of the children, do not drive into the school grounds even if the gates are open.

'Kiss and Go' restrictions are in place at the front of the school. This enables parents to quickly drop off and pick up their children without restricting traffic flow. Please familiarise yourself with their restrictions.

BIKES

Children may ride their bike/scooter to school provided they wear a bike helmet and observe road rules. They must walk their bike across the school crossings and within the school grounds. The bike enclosure is locked during school times.

SCHOOL BANKING

School banking is available. Any student with a Commonwealth Bank of Australia Dollarmite account can bank at Carrum Primary School. Please enquire at the school office if you would like to open a bank account and we will pass this on to the Banking Coordinator.

SENDING MONEY TO SCHOOL

If you are sending money along to school, please make sure it is in an envelope, with your child's name and class and is handed to your child's teacher. Printed school cash collection envelopes are available for this purpose.

HEALTH

Your child's health is very important. If your child is sick, he or she should not attend school. Sick children cannot perform at their best, and may infect other children in the class. In cases of infectious diseases, please see the following list as a guide for student health. The school community is notified of incidences of infectious diseases, as some children may not be immunised. Further information and assistance is available from the school office.

Chicken Pox	Need to be excluded from school until scabs have healed
German Measles	Until fully recovered or excluded for at least 5 days.
Conjunctivitis	Until discharge from eyes has ceased.
Whooping Cough	Child to be excluded for 14 days and Medical Certificate required.
Impetigo (School Sores)	Exclusion until sores are treated and covered.
Hepatitis	Medical Certificate required.
Measles	Excluded for at least 5 days and Medical Certificate required.
Mumps	Until fully recovered.
Ringworm	Until appropriate treatment has commenced.
Influenza	Child is excluded from school until ALL SYMPTOMS have disappeared.
Scabies	Until appropriate treatment has commenced.
Scarlet Fever	Medical Certificate required.
Head Lice	Need to be treated before returning to school.
Meningococcal	Medical Certificate required.

FIRST AID TREATMENT

Should your child be injured at school, one of the following procedures will occur:

- The teacher on First Aid duty will treat minor injuries. Your child will bring home a parent notification form stating the type of injury and treatment.
- If your child sustains a bump to the head however severe, or more serious injuries, a teacher will contact you to ensure the appropriate action is taken. If we cannot reach you, we must have access to emergency numbers. It is VITAL that we can contact you quickly if required and it is your responsibility to communicate any changes to your contact telephone numbers.