Clifton Springs Primary School

P.O. Box 276
DRYSDALE 3222
Ph: 5251 3581
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Email address: clifton.springs.ps@edumail.vic.gov.au
Web address: www.cliftonspringsps.vic.edu.au

HANDBOOK

'A Place to Shine'

2019

2019 TERM DATES

Term 1	Jan 30th - March 31st
Term 2	April 18th – June 30th
Term 3	July 17th – September 22st
Term 4	October 9th – December 22nd

2019 PUBLIC HOLIDAYS

Australia Day	Monday January 28th
Labour Day	Monday March 11th
Good Friday	Friday April 19th
Easter Monday	Monday April 22nd
ANZAC Day	Thursday April 25th
Queen's Birthday	Monday June 10th

SCHOOL HOURS

8:50am	Bell for children to bring bags in and do their morning process
9:00am	Learning Block A
10:40-11.00am	Recess play time
11:00-11:10am	Snack Eating Time in class
11:10am	Learning Block B
12:50- 1:30pm	Lunch play time
1:30-1:50pm	Eat lunch in class
1:50pm	Learning Block C
3:30pm	Dismissal

WELCOME TO
CLIFTON SPRINGS PRIMARY SCHOOL

Clifton Springs Primary School belongs to us all - it is a community school. The students, staff, parents and members of the community all work together to create a positive environment in which the students learn. We are all proud of the excellent reputation Clifton Springs PS has in the community and continually strive to improve our achievements. We know your association with the school will be a positive one.

This handbook has been produced to assist parents in knowing all about their school.

The booklet has been organised alphabetically for ease of use. An appendix section contains policies parents may need to know in full. If you are interested in any other policies or school information please refer to our website www.cliftonspringsps.vic.edu.au or discuss with the class teachers, Assistant Principal or Principal.

We look forward to a long, positive relationship with you and your child/ren.

SCHOOL ORIGIN

Clifton Springs Primary School began in February 1989, as part of a shared campus with host school, Drysdale.
On July 23rd 1990, the new school commenced operating from its current site in Jetty Road.

VISION STATEMENT

Our mission**:**

We aim to give all students the opportunity to:

- develop their potential in a safe, supportive and stimulating environment,
- become lifelong learners, and
- become responsible citizens to take action for a sustainable future.

VALUES

We value:

- the mutual respect of the school community and surroundings
- the provision of a safe, caring environment reflecting a sincere concern for the needs of all students
- the provision of equal opportunity for all members of the school community
- the recognition of all students' interests and abilities encouraging confidence and self-esteem
- the development of knowledge and skills through active participation in stimulating, relevant and well-planned learning and teaching activities
- the development of a sense of individual and team pride in all efforts and achievements
- the encouragement to persist at all activities

Underpinning these core values, our school has adopted the Nine Values for Australian Schooling which are:

1. **Care and Compassion** – Care for self and others.
2. **Doing your Best** – Seek to accomplish something worthy and admirable, try hard, pursue excellence.
3. **Fair Go** – Pursue and protect the common good where all people are treated fairly for a just society.
4. **Freedom** – Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the right of others.
5. **Honesty and Trustworthy –** Be honest, sincere and seek the truth.
6. **Integrity** – Act in accordance with principles of moral and ethical conduct. Ensure consistency between words and deeds.
7. **Respect** – Treat others with consideration and regard, respect another person's point of view.
8. **Responsibility –** Be accountable for ones own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment.
9. **Understanding, Tolerance and Inclusion** – Be aware of others and their cultures, accept diversity within a democratic society, being included and including others.

ABSENCES
If a child is absent, a note must be forwarded informing the school of the reason. (A telephone message or oral explanation is quite acceptable. Absences can also be recorded on the school App). This is a legal requirement. Student achievement is influenced by absences. It is parent's responsibility to ensure regular attendance which must occur for students to progress. Regular absences will be followed up by the Assistant Principal or Principal. Absences are recorded on student reports.

ADDRESS
The school address is: 80-118 Jetty Road, Clifton Springs 3222 — PO Box 276, Drysdale 3222

Phone Number: 5251 3581
Fax: 5251 3405
Email: clifton.springs.ps@edumail.vic.gov.au
Website: www.cliftonspringsps.vic.edu.au

APPOINTMENTS
We encourage communication between home and school but often it is not possible for teachers, Assistant Principal or Principal to see you without an appointment. Please contact the office to make an appointment.

ART SMOCK
All students (Years P - 6) must have an art smock. These can be purchased or an old shirt may be used.

ASSEMBLIES
School Assemblies: There will be a full school assembly every Friday at 3.00pm. All students and staff are in attendance and parents are most welcome

ASSISTANT PRINCIPAL
The Assistant Principal deals with all student welfare concerns, Disabilities and Impairments. Please make an appointment to discuss any concerns.

ASTHMA
Parents are required to notify teachers of asthma requirements. Students who require asthma puffers should have these in the sick bay. All Serious asthmatics should know how to use their own nebuliser which will be kept at the office. All new parents are to complete a School Asthma Management Plan and Medication Approval form at the beginning of the school year and these need to be updated when there are changes to treatment and before camps and excursions.

AWARDS
We believe in giving students positive awards as often as possible and these are published in our school newsletter and are presented at our all school assembly.
Every week each class teacher gives an individual student award.

BALL GAMES
All must be played on the basketball courts, rebound wall or oval areas. Not permitted on the concrete areas near the buildings.

BANKING
School Bank: Student's school bank accounts are lodged with the Commonwealth Bank in Drysdale. All new enrolments to the school may transfer accounts at previous branches or open a new account through the Commonwealth Bank. New prep parents will receive an information pack early each year.

OUR BANK DAY IS TUESDAY

BIKES
Students are not permitted to ride bikes to school, unless accompanied by an adult or until having completed the Bike Education Course in Year 4.
Students who ride bicycles to school should be aware that the school takes no responsibility for the security of the bikes. It is required that all bikes have secure locks, are only walked through the school grounds and ridden safely between home and school. The wearing of helmets is compulsory.
If these few rules are not obeyed then the privilege of bringing a bicycle to school is withdrawn temporarily or, in the case of repeated problems, permanently.

BOOKLISTS
Booklists are sent home at the end of the year outlining classroom requisites for the next year, as well as payments required from parents. Pupil supplies are issued in January ready for the commencement of the school year. We have kept the booklists to a very reasonable cost.

BRAIN FOOD
All students are encouraged to drink water and eat healthy snacks in class. This helps to keep the brain "switched on". Students will be able to graze throughout the day on brain food including dried fruit, vegetables such as carrots and celery, nuts, seeds and plain wholegrain snacks such as rice crackers.
Snacks are to be brought to school in a small named container and will be on student's tables for the day. Students will only be eating their own snacks and not sharing with others. The way classes organise their snacks will be decided by the teachers and students of each individual class and therefore may be different from class to class.

BUDDIES
All students are involved in a Buddy program. At the beginning of the year classes are "Buddied Up" and throughout the year are involved in activities together.

BULLYING
Clifton Springs Primary School does not tolerate bullying or harassment in any form.
All members of the School Community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. Set class and yard procedures are enforced to address bullying and inappropriate behaviour. Please reinforce with your child to speak to the yard duty teacher if they are feeling threatened or unsafe. Parent concerns regarding bullying should be directed to the classroom teacher or Assistant Principal/ Principal.

BRING YOUR OWN DEVICE (BYOD)
Optional program for Grades 3 – 6.Where students bring their own Apple iPads to school and are integrated into the curriculum, allowing far greater access to the digital world and the amazing benefits it provides.

CAMPS
Grades 3/4 – Sovereign Hill/ Camp Sunnystone camp – alternate years
Grade 5 and 6 – Camp Wilkin (Anglesea) / Lady Northcote / Melbourne Urban camp– alternate years

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)
Families who hold a healthcare card/ pension card or are a foster parent are eligible for the CSEF. It is a once a year payment of $125 per child to be used towards subsidising camps, sports and/ or excursion costs.

CANTEEN
Our Canteen is currently open on Fridays for online ordering through the Fresh Lunch Fairy. See our website for the link. Orders must be completed online no later than 9am on the Thursday ready for the next day.

CAR PARKING
The car park in front of the administration area is only for use by staff, visitors, deliveries, the waste disposal contractor, or any emergency vehicle as may need to attend the school. It is not for the delivery or collection of students.
Off-road car parking has been developed for parents dropping off or collecting pupils – (it is ONE WAY ONLY) and parking is permitted only on the school side.
Parents and students must access this via pathways around the main building - not through the main entrance or through the staff car park.
The staff car park may be used to collect students from sickbay or for Out of School Hours Care.

CASUAL REPLACEMENT TEACHERS (CRT)
When your child's teacher is ill or absent a casual replacement teacher will teach the class. We expect students to respect and cooperate with these teachers the same as they would for their class teacher.

CHEWING GUM
Chewing gum and bubble gum are not permitted at school.

CLASSROOMS
Students are not permitted to enter classrooms unless supervised by a teacher.

COLLECTION OF A STUDENT
All students arriving at or leaving school, outside of normal hours must be signed in by a parent/carer at the office.
An early dismissal or late arrival card will be issued and must be presented to the classroom teacher.
Students will not be permitted to leave the school grounds during school hours unaccompanied.

COATS
There is no compulsory school uniform coat. Students may wear any type of coat but we encourage parents to try to purchase coats in school colours. Coats may be purchased from the office for approximately $35. Students are not to wear coats in the classrooms.

CONCERT
A School Concert is held annually. All classes present an item and the whole community is invited to attend. A charge may be incurred by adults and students attending other schools to cover costs.

COMPASS
You are required to sign up to access this online Communication/ assessment tool by completing the authorisation form obtained at the office. You will then receive a unique login and password
Through COMPASS you can:

- Access live reporting via learning tasks and your child's semester reports
- Notify the school of student absences.
- View the newsletter.
- Receive alerts and reminders about events/excursions.
- Keep up-to-date with upcoming events

Login: https://cliftonspringsps.vic.jdlf.com.au/login.aspx or download the FREE app from the app store.

CURRICULUM ORGANISERS
Our Integrated Curriculum topics are called Curriculum Organisers and are whole school based. The Curriculum Organisers run on a 2 year cycle. The focus of our Curriculum Organisers is to develop thinking skills, based on knowledge, in our students. Parents are informed of the curriculum programs at the beginning of each year.

CUSTODY RESTRICTIONS
It is vital that the school be kept informed of any access or custody restrictions. Photocopies of any orders must be given to the office.

TIME OUT
Students may be required to do 'Time Out' for yard or class offences. Parents are asked to support the school in this matter. Students may be detained for ½ the recess or lunch break without parent permission.

DIGITAL GAMES
These expensive games/toys can cause disruption to class and are therefore not permitted at school. There may be occasions when students have permission to bring them to school but the classroom teacher will request they be left in their care.

DISCIPLINE PROCEDURES
A whole school approach is taken to discipline. All classes follow class agreements which are negotiated by students and teachers early in the year. A whole school yard plan is followed where students who break school rules have their name recorded in the yard duty book and a consequence given. Parents are notified of inappropriate student behaviour at regular intervals.

DISMISSAL
Classes are dismissed at 3.30pm
At the end of Terms 1, 2, 3 & 4 dismissal time is 2.30pm (or as per guidelines in the DEECD agreement)

DISPLAN
There is a plan in place to deal with any major disaster that may occur at the school. Evacuation drills are carried out on a regular basis to ensure that there is an effective response to any emergency.

DOGS
No dogs are permitted on school property.

EARRINGS
The wearing of earrings is not a part of school uniform and therefore not permitted. Students with pierced ears must wear standard size studs or small sleepers in gold or silver only.

EMAIL ADDRESS clifton.springs.ps@edumail.vic.gov.au

EMERGENCY CONTACT NUMBERS
The school must have up to date emergency contact numbers in case the student becomes ill or is injured. Any alterations to phone number, address, doctor, or emergency contact must be recorded promptly at the office.

ENROLLING STUDENTS
When enrolling a student for the first time, the following are required.

a) School Entry Immunisation Certificate (obtainable from Health Department of Shire)
b) Proof of Date of Birth
c) Enrolment form
d) Out of School Hours Care enrolment

EXCURSIONS / CAMPS
Excursions and Camps are a valuable way of extending the learning beyond the classroom. It is an expectation that students will participate in excursions / incursions, except when the decision has been made by the school to exclude the student due to continual inappropriate or unsafe behaviour.
No student will be permitted to attend an excursion or camp, unless the appropriate permission form has been returned to school. If the student is an asthma sufferer you will be required to update the Asthma Management Form if necessary.

All required medication and medical information must be handed to staff prior to the activity. Medication must be clearly labelled with name and dosage.

When participating on excursions (sporting outings included) students are to wear full school uniform including a school hat between the months of October to May.

FAX NUMBER (03) 5251 3405

FIRST AID
Students requiring First Aid will be treated promptly. Parents will be notified (either by phone or form) if an accident is serious, a head injury or injury that requires attention.

FUND RAISING
The Parents and Friends Group (PFG) will generally run one fund-raiser per term. All money raised goes to a PFG/School Council agreed purchase or project. The School Council also assists PFG with fundraising activities.

GRAFFITI
Students are not to graffiti their own, others or school property, especially school uniform.

GROUNDS
The school grounds are extremely well maintained and very attractive. We encourage any parent to volunteer to help keep the grounds and garden clean and tidy.

GUIDANCE OFFICER
A Guidance officer who may be either a social worker or psychologist attends the school when needed. Parents who feel students need referral to the Guidance Officer are to discuss concerns with the Assistant Principal/Principal.

HAIR
Hair should be clean, neat and tidy. Collar length hair is to be kept tied back at all times. No hair sprays, rinses etc. in bright colours are to be sprayed onto hair.

HATS
The wearing of school hats is compulsory until the 1st of May and then from the 1st of September. If students choose to wear a hat for Term 2 and 3 it must be a school hat. Royal blue beanies are permitted in Terms 2 and 3. School hats must be broad-brimmed or legionnaire hats in plain royal blue or royal blue with/without school emblem. Hats are available to purchase at the Office.

HEADLICE
Parents/guardians must regularly check their own children for infestation. Teachers are not permitted to do this. If head lice are found, parents should immediately seek treatment, and notify the school. The office, on being told of the infestation, will send a generic notification form to parents/guardians of the other students in the same class. Infected students are excluded until appropriate treatment has commenced. A student with head lice can be treated one evening and return to school the next day. Presence of eggs in the hair is not cause for exclusion.
More information can be obtained through the Department of Human Services' Website at: www.dhs.vic.gov.au/phd/headlice.

HEALTH
It is important that the teacher knows of any medical condition a student may have, eg. vision, hearing difficulties, asthma, epilepsy, etc. Equally, it is necessary for teachers to know of any medication your child is taking as it allows the teacher to make allowances for any effects from these.

HIRING FACILITIES
Contact the Office for Information and Conditions of Hire form.

HOLIDAY PROGRAM
Clifton Springs Primary School provides a holiday program for set school holidays. For more information contact the OSHC service on 0417 598 904

HOME PAGE ADDRESS
Can be found at www.cliftonspringsps.vic.edu.au

ILLNESS
A sick child should be kept at home. The sick child is incapable of effective learning whilst ill and infections can spread rapidly. In most cases if a child becomes ill during the day, or has an accident, parents are contacted so that the child may be taken home.

INFECTIOUS DISEASES see appendix.

INTERNET

Students are to use the internet with respect. When enrolling, students and parents must sign a student Code of Conduct for Internet and Network use.

JEWELLERY
Any type of jewellery is not a part of school uniform and therefore not permitted at school. Students may wear a watch or studs/ sleepers in ears.

KIDSMATTER
KidsMatter Primary is a mental health and wellbeing framework for primary schools and is proven to make a positive difference to the lives of Australian children. Each week, every student participates in KidsMatter classes where the focus is on their social and emotional learning. The students are grouped vertically (Prep – Grade 6) and with their siblings.

LIBRARY
The Library is a quiet pleasant room. Library lessons are taken for all grades.
Books lost must be replaced - parents will be charged for their replacement cost.
To borrow from the Library, students must have a library bag into which books can be placed.

LOST PROPERTY
All property - clothing, shoes, books, bags, should be clearly labelled with your child's name.
Lost Property is displayed near the staff-room and may be collected at any time during school hours. At the end of each term, unclaimed lost property is forwarded to a charitable organisation or sold as second-hand uniform.
If your child brings home someone else's property by mistake, please return it to school promptly.

LITTER
Students are expected to assist in keeping the school grounds clean and tidy. Blue bins are placed outside the canteen as this is the designated area for eating if children have litter. **We promote a 'Nude Food' approach and require that where possible rubbish is not taken into the yard.**

LUNCHES FROM HOME
Please pack a lunch according to your child's appetite.
Students enjoy a "play lunch" snack before morning recess at 10.40. Recess 10.50 – 11.10am. Lunch is eaten at 12.50pm inside for 10 minutes, and lunch break is 1.00 – 1:50pm.
DRINKS MUST BE IN PLASTIC CONTAINERS
Please encourage your child to have water and healthy lunches.
Students are not to bring food to school that requires heating or hot water added.

MAKE-UP
Make-Up (for example foundation, lipstick, mascara, eye liner) is not part of school uniform and therefore not permitted to be worn by students. Only neutral coloured nail polish is allowed.

MANDATORY REPORTING
Teachers are required by law to report all cases of suspected abuse or neglect to the Department of Human Services.

MEDICATION
It is sometimes necessary for medicines to be administered to students at school. Parents must supply the medicine in a container which clearly states the name of the student, the correct dosage and the time/s to be given. A form is available through the office which must be filled in for all medications to be given at school. Medicines are to be handed in to the office as no student is permitted to carry any medicines for self-administering.

NEWSLETTERS/SCHOOL NOTICES
Our school Newsletter is completely digital and can be accessed through the school website (www.cliftonspringsps.edu.au) the school clifton.springs.ps@edumail.vic.gov.au and getting added to the email list. It is published every Tuesday. It is the school's main communication with parents - containing reports of events, information on happenings, School Council news and student work.
There will be occasions when a matter arises and a special school notice is needed. The eldest child will receive such notices.
Parents are encouraged to check with their child each afternoon, to see if he/she has any notices.

NUDE FOOD POLICY
Our school encourages students to reduce the amount of litter that comes into school by bringing their food in reusable or recyclable containers. They will also be asked to remove any wrappers before leaving the class or go to the designated eating area.

OFFICE HOURS
The office will be open from 8.15am to 4.30pm.

OFFICE STAFF
Mrs. Brenda Way – Business Manager, Mrs. Michelle Thomas – Office Manager and Mrs Millie Fleet – Administration.

OPTIMUM LEARNING CONDITIONS
In order for students to learn to the maximum of their potential we provide the necessary learning conditions. These include the regular drinking of water and nibbling on healthy snacks (brain food), listening to music, providing learning activities in various ways to cater for all learning styles eg. reading/writing, mathematical, listening, musical, artistic, etc.

OUT OF SCHOOL HOURS CARE (O.S.H.C)
Before School Care operates on school days between 6.45a.m and 8.45a.m.
After School Care program runs from 3.30 to 6.15pm daily.
On Curriculum Days, the program will be offered.
Registration forms are available from the office and all students should be registered as they enrol at school.
Parents must notify Centrelink that they have enrolled with Outside School Hours Care.

For enquiries contact Jeff Vinton – Coordinator (PH: 0417 598 904)

PARENTS AND FRIENDS GROUP
Meetings are held on the first Tuesday of each month at 9.05am in the Parents Lounge. All parents/guardians/caregivers are very welcome to attend. This group has input into school programs and policies as well as fund-raising activities. Parents & Friends Group committee is elected annually in March. Annual membership is $2.00. A membership form can be obtained from the Office.

PARENT INVOLVEMENT
We encourage parents to participate and become involved in school activities.
Many opportunities are available for parents to offer their help, assistance and expertise.

These include:

School Council and its sub-committees	Parents & Friends Group
Swimming / sport	Bunnings BBQ
Teacher / Grade assistance	Classroom programs
Excursions	Gardening / Adopt a Garden
Camps	School Concert

An expression of interest form for parent involvement is enclosed in enrolment pack and can be left at the office.
We use this information to seek assistance or pass on offers of volunteering to the classroom teachers.

PERSONAL INFORMATION
It is important that parents' occupations, home, mobile and business telephone numbers and addresses and details of their emergency contacts are kept up to date. Every assistance can then be given to students who become ill or involved in an accident whilst at school.
Please inform the office immediately of any changes to the above-mentioned details.

PHOTOGRAPHS (professional)
School Photographs will be taken each year on a specified date.

PHOTOGRAPHS (teacher taken)
Photographs taken by teachers of students may be displayed around the school, used in the school newsletter and magazine or used on our web page. ***If parents DO NOT wish their child's photo to be used on the web page please inform the school in writing.***

PLAY EQUIPMENT
Students are expected to use the equipment in a friendly cooperative way. Unacceptable play may mean students are not permitted to use the equipment. There is junior playground equipment near the front entrance and senior playground equipment near the basketball courts.

POLICIES
All policies are approved by School Council. Please ask if you wish to see any school policy. All policies regarding student academic and social issues are available on our web page.www.cliftonspringsps.vic.edu.au

PUBLIC HOLIDAYS
School does not operate on the following days;

Australia Day	Labour Day
Easter	Queen's Birthday
Geelong Cup	

PUPIL FREE /CURRICULUM DAYS
Pupil-free days for curriculum development are held at the beginning of the year before the students commence. Any other pupil free days throughout the year will be approved by School Council and advised in the School Newsletter. Out of School Hours Care provides a program on these days.
One School Council Holiday for both students and staff is declared each year and will coincide with a special event in the school or wider community.

SCHOOL COUNCIL
School Council is the decision making committee of the school. All parents are welcome to nominate for School Council or to attend meetings as an observer. Parent and teacher councillors are elected for two years with half retiring annually in March. A list of School Councillors will be published in the newsletter. The sub-committees of School Council are Finance, Canteen, Uniform, Publicity and Promotion and OSHC. School Council meets at the school on the third Tuesday of each month at 7.00pm in the staffroom.

SCHOOL CROSSINGS
Students must use the School Crossings. The Crossing Supervisor is on duty from 8.20am to 9.05am and 3.15pm to 4.00pm daily. There is a 40kph speed limit on Jetty Road along the front of the school. This is regularly policed and speeding fines imposed.

SCHOOL TIMES
9.00am to 3.30pm. The school yard is supervised from 8.50am - 3.40pm. Recess 10:50 - 11.10am. Lunch (12.00-1.10pm –students eat lunch in classrooms) 1.10-1.50pm – lunch playtime.
9.00-9.30am Fitness. 9.30-10.40 Numeracy session. 11.10am – 1.00pm Literacy session. 1.50-3.30 Integrated.

SHOES OFF POLICY
The school has a "Shoes Off" Policy which operates all year. This helps us with maintaining the life of the carpet, saves on cleaning expenses and is safer for students as many learning tasks are activity based. Students may bring slippers to school (please name).

SKATEBOARDS
Skateboards are not permitted at school as a safety precaution.

SPECIALIST SUBJECTS
As well as class lessons, students are involved in specialist programs with other teachers. The specialist subjects are: Health and Physical Education, Science, Visual Arts, Music & Performing Arts.
L.O.T.E – Italian is incorporated into everyday classroom curriculum.
Information Communications Technology is incorporated into all subject areas to enhance student engagement, encourage innovation and prepare out students for 21st Century learning.

STUDENT REPRESENTATIVE COUNCIL
Senior students have the opportunity to participate in a Student Representative Council that meets regularly to discuss school issues and improvements. This group raises funds for special projects and causes and makes suggestions to the Principal/Assistant Principal.

STRATEGIC PLAN
Our Strategic Plan was reviewed in 2015. A copy of our plan is on our school web site.

STUDENT DIARIES
All students have diaries.
These are given out at the beginning of the school year with book supplies.
Information of work requirements, reading and upcoming events, are to be recorded in their diary.
Diaries are signed by parents and teachers and used as a tool for communication between home and school.

STUDENT SAFETY
Student safety is of extreme importance to us all and many school policies and rules are implemented to ensure our school is both a happy and safe place to be. Parental support of such rules and policies is appreciated.

SWIMMING
All Grade Prep to Grade 4 attend an 8 day intensive swimming lesson during the year.

TEACHERS' MEETINGS:
Teachers are often involved in professional development sessions or meetings after school hours and may not be readily available to discuss concerns with parents. The teachers' staff meeting is held every Tuesday from 3.45-4.45pm

TERM DATES
These will be published in the newsletter at the beginning and end of each year and are included in the beginning of this booklet.

THREE WAY CONFERENCES
During the school year, certain times are set aside for Three Way Conferences.
If at any time you have a concern, an additional conference will be arranged. Feel free to contact Principal/Assistant Principal or the class teacher to make an appointment to discuss your concerns.

February: Three Way Conferences. Parents and teachers discuss anything relevant to their child/ren's learning.
June: Midyear report issued to parents prior to Student Led Conferences later in term 3.
December: Written report distributed to parents with booklists and class allocations for the following year.

TOILETS
Parents are asked to reinforce with their children that toilet areas are to be used sensibly and they are not play areas. Toilets are cleaned daily to a very high standard and soap is provided.

UNIFORM
The wearing of school uniform is compulsory. School hats must be worn from September 1st until May 1st. All uniform is to be named.
Exemption from wearing school uniform on a temporary basis will require a written note of explanation from a parent.
Teachers will send home an 'Out of Uniform' slip when a student is out of uniform.
If school uniform is consistently not worn, an interview for parents or guardians will be requested with the Principal.
Second hand uniforms are available through the Office upon request and parents requiring further assistance may be eligible for State School's Relief.

VALUABLE EQUIPMENT/TOYS
These are brought to school at the owner's risk. The school cannot accept any responsibility for damage or loss of them.

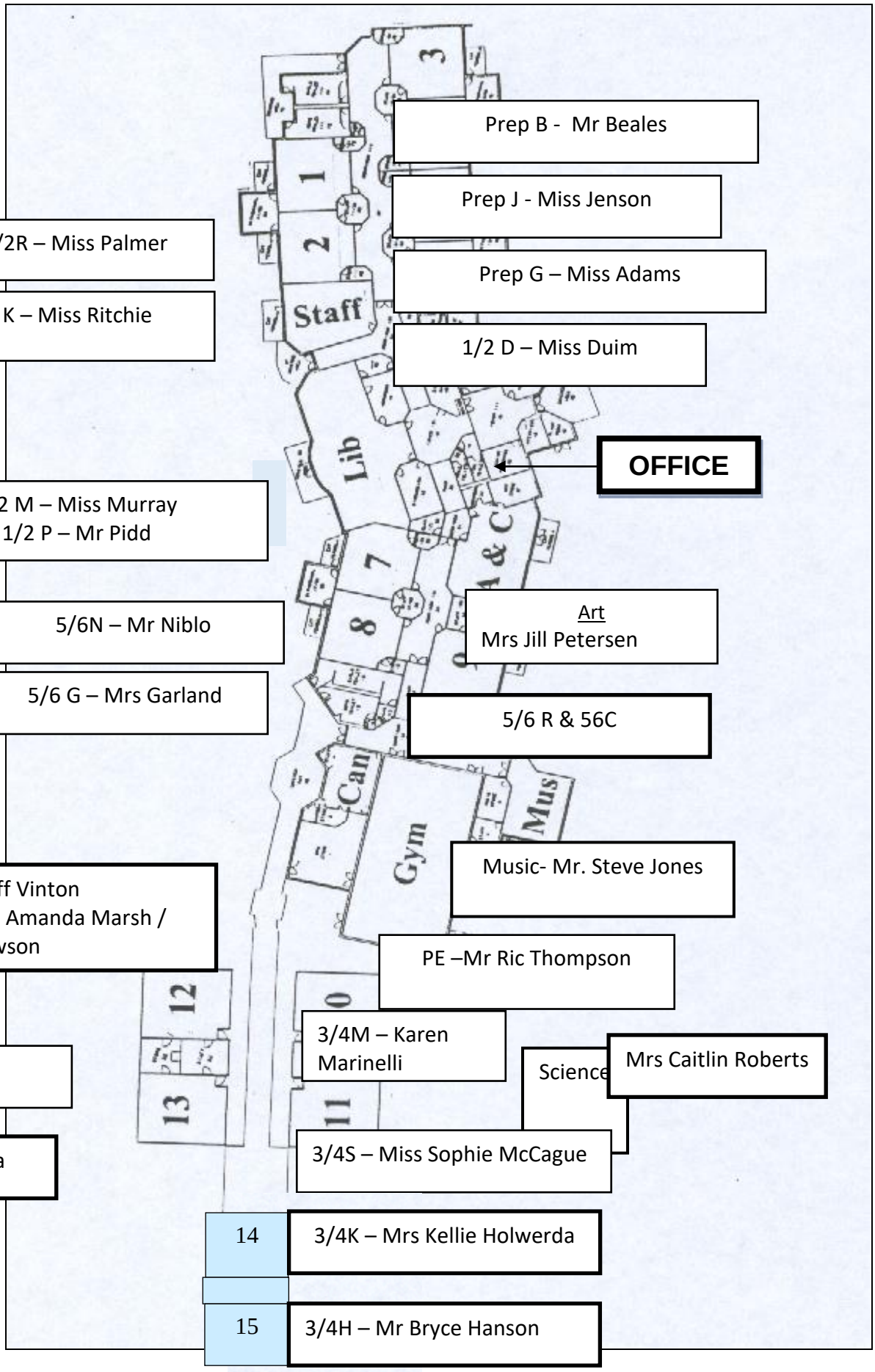
WATER BOTTLES
Plastic water bottles only. Students have water available in class time through-out the day. We encourage students to drink water regularly to keep the brain hydrated. No fizzy drinks or cordial are permitted in the water bottles.

WELFARE
Students and families have access to a variety of support services through the school. Kellie Hewson and Amanda Marsh are our Student Welfare Officers. They are available 2 days a week. Please contact the school for more information about this service.

WET DAY TIMETABLE
When raining during recess or lunch breaks, the students will remain indoors and be supervised in classrooms.

YARD SUPERVISION
The yard is supervised from 8.50am - 3.40pm. Two teachers supervise the yard at recess and lunchtime.

SCHOOL MAP 2018 (may change for 2019)



School exclusion table

Minimum period of exclusion from schools and children's services centres for infectious diseases cases and contacts.

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 – Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Disease or Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis *(Entamoeba histolytica)*	Exclude until diarrhoea has ceased.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chickenpox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis *(Acute infectious)*	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded.
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded.

Measles	Exclude until at least 4 days after the onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacteria)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing *Escherichia coli* (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Worms (Intestinal)	Exclude if diarrhoea present.	Not excluded.

Exclusion of cases and contacts is **not** required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

UNIFORM – STUDENT DRESS CODE

1. Rationale:

1.1. To create and promote a sense of collective and individual pride in students, and their identification with the school and the school colours of royal blue and gold.

1.2. To ensure that clothing worn to school is neat, clean, safe and inoffensive.

2. Aims:

2.1. The student dress code will apply during school hours and when travelling to and from school, and when students are engaged in school activities outside of school hours.

2.2. Broad brimmed or legionnaire's hats in school colours must be worn as set out in the CSPS Sunsmart policy, from the start of September to the end of April.

2.3. The wearing of jewellery is not permitted, except for watches, stud and sleeper earrings.

2.4. Appropriate footwear must be worn. No high heeled shoes or open toed sandals.

2.5. Plain socks (either white, navy blue or royal blue) must be worn. No stripes or spots. Tights or leggings are to be in royal or navy blue.

2.6. Nails are to be of a safe length and only clear coloured nail polish is allowed.

2.7. Skin transfers and make-up (except for clear lip gloss / Chap Stick) are not to be worn.

2.8. Collar length hair must be tied back for health and safety reasons and hair colour to an extreme shade is not permitted. Fringes must not be so long as to impede vision.

2.9. Winter kilts or box pleat skirts may not be worn higher than the knee.

3. Implementation:

3.1. The process for exemptions from a dress code is set out in the School Policy and Advisory Guide. The operational tasks of granting exemptions on the basis of the grounds stated in the dress code, and the administrative decisions associated with its enforcement belong to the management role of the Principal.

3.2. School leadership will when needed, make recommendations to the School Council as to items of approved School Uniform.

3.3. In deciding school clothing items, consideration will be given to cost, practicality, health, safety and availability, ensuring that both sexes are able to participate actively and safely.

3.4. The main supplier of school uniforms is A-Plus Uniforms, Belmont. This contract will be reviewed annually.

3.5. Some uniform items (without insignia), hats, bags and second hand clothing items will be available for purchase at the school office.

3.6. The school community will be regularly kept informed of the student dress code requirements through the school newsletter and on the school website.

3.7. Prospective students and parents will be notified of the dress code requirements prior to enrolment at the school.

3.8. Parents are required to provide a note of explanation in the student's diary for an infringement of the dress code. For a child out of uniform for more than one day, the classroom teacher will contact the parents and assess the situation, which will include a standard proforma which requires a parent signature. The Assistant Principal will be notified if lack of uniform compliance continues.

3.9. If parents are having difficulty providing a uniform, arrangements can be made with the Principal. (eg, second hand uniforms, State Schools Relief Fund, KIND funding).

3.10. Year 6 students will have the option to purchase individual polo shirts or rugby tops with a specific design for that year.

3.11. Summer and Winter uniform options are available, as are female uniform options, eg dresses, kilts and skirts, however students are not limited to wearing specific options in set terms, nor are females required to wear female uniform options.

Policy Reviewed and Ratified - May 2015

The CSPS uniform consists of:

- Shirts - royal blue or gold short or long sleeved polo shirt
- Rain coat – royal blue, fleece lined, long sleeved zippered
- Shorts – royal blue basketball mesh or cargo shorts
- Pants – royal blue pants (No denim)
- Dresses –In blue gingham
- Skirts – Kilt or Box Pleat skirt in school colours (navy, royal, gold, white)
- Vest – royal blue polar fleece
- Jumper – royal blue and/ or royal blue and gold
- Skort – in blue gingham or royal blue
- Hats – royal blue broad-brimmed or legionnaire style
- Sport-wear – no additional uniform requirements for PE classes except for runners; basketball style or polo shirt style in school colours will be provided by the school for use at interschool events.
- School bags – royal blue with insignia, optional.