Our Vision is for all children to reach their full potential and become effective members of society.
Craigieburn Primary School

Vision Statement:

*Our Vision is for all children to reach their full potential and become effective members of society.*

Craigieburn Primary School Mission:

Craigieburn Primary School’s mission is to:

- Develop Literacy, Numeracy and Thinking Skills
- Provide opportunities for children to develop social skills to become positive members of the wider community.
- Provide a safe, nurturing environment.
- Recognise and develop individual potential of all students in all areas.
- Provide a stimulating and inclusive curriculum.
- Encourage risk taking and reflection of own learning in a technological environment.

Our School Values:

- Responsibility
- Integrity
- Co-operation
- Friendliness
- Respect
- Optimism

Our Vision is for all children to reach their full potential and become effective members of society.
# Craigieburn Primary School

- **Our Vision is for all children to reach their full potential and become effective members of society.**

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From The Principal

Welcome to Craigieburn Primary School

We are excited about the opportunity to work with you during the next seven years of your child’s education. Together we will be able to foster an enjoyment in learning and a strong work ethic.

We will work with your children to achieve our School Vision:

“For all children to reach their full potential and become effective members of society.”

We provide up to date educational programs for all children, with differentiated learning in all core curriculum areas based on your child’s ability.

The children have the opportunity to participate in a diverse curriculum covering all of the main areas including specialist programs in Art, Performing Arts, ICT (Computer), LOTE (Italian) and Physical Education.

Our classroom teachers are keen to develop a safe and caring environment within their classrooms, and endeavour to make personal attachments with their students and families.

We would like to encourage you to participate in the school. The following is a list of some of the activities you can volunteer for:

* Member of Parents Club – help out with fundraising events and whole school activities.
* Assisting in the classroom with reading, spelling or other areas.
* Helping out at the canteen, working bees, excursions etc.
* Member of School Council – integral team who assist the school in decision making.

Schools are a great place to meet up with other people in the community and develop friendships which can last forever. We look forward to meeting up with you regularly.

Please feel free to contact us at any time if you have any issues or suggestions you believe will enhance your child’s enjoyment of, and success at school.

Principal

School Profile

Craigieburn Primary School was originally established in Hamilton Street in the mid 1950’s. We are now located at Grand Boulevard in the north of Craigieburn forming part of the Malcolm Creek Learning Centre.
Curriculum
The school’s main aim is to provide all students with the opportunity to achieve their best in all areas of the curriculum in a caring, supportive environment. AUSVELS form the nucleus of the curriculum and grade levels plan in teams to ensure effective delivery of the curriculum. The use of Learning Technologies in curriculum delivery is a high priority and all classrooms have Internet and E-Mail access. The installation of Electronic Whiteboards in a number of classrooms has enhanced student learning. Our school community views the development of basic skills in Literacy and Numeracy as very important. Specialist areas include Art, Performing Arts, P.E., ICT and LOTE for Foundation and Grade One Students. Currently our support programs include Integration, English as a Second Language and Literacy support. Our Annual Concert highlights the merging of all aspects of the curriculum.

Facilities
Our school is situated on about five hectares. We are the largest tenant of Malcolm Creek Learning Centre. Other tenants include, a City of Hume Maternal Health Centre and Pre-School and a privately owned indoor heated indoor swimming pool. The Administration Wing is flanked by a Multi-Purpose Room, Library and Gymnasium. The Art Room and sixteen classrooms surround the basketball courts with the other classrooms set back a little to the south. The Grade 6 building is situated in the North West corner of the site. The oval is adjacent to the Gymnasium. The school buildings and core playground areas are fully fenced. Our school has a range of facilities including a full-size gymnasium, spacious and open classrooms with heating and air-conditioning, two outdoor basketball courts, an oval, a variety of play equipment, passive play and shade areas. Camp Australia runs an “Out of School Hours Program” in the gym. Our current enrolment for 2017 is 700 children.

Additional Features
We value and encourage parent involvement in all aspects of school life and many parents are involved in a range of different programs. A very active Parent’s Club run a Sausage Sizzle once a term and our School Canteen is open four days a week excluding Tuesday.
Our school has a Sun Smart Policy where children must wear a school hat when outside in Terms 1 & 4. We also have a compulsory school uniform and a well defined Student Behaviour Management Policy.
There is a clear and definite structure of communication within the school which enables all staff to have informed input into decision-making and curriculum development. This open structure extends to our school community and they are involved in many important decisions. Our staff perform their duties in a professional manner.

Administration
David Naismith is the Principal of our school. Jim Beattie and Pam Gouramanis are the Assistant Principals. Sheryl Zugaro is our Business Manager, assisted by Dawn Hollaway, Sonya Hickson and Eleanor Crawford-Page in the main office and they are often the first people you have contact with at the school. They will be able to assist you if you have any queries. Carol Colbert will help your children in Sick Bay.
TERM DATES 2017

<table>
<thead>
<tr>
<th>2017 Term Dates</th>
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| Term 1  
1st February - 31st March | 3rd April - 17th April | Australia Day Holiday Tuesday 26th Jan |
| Term 2  
18th April - 30th June | 3rd July - 14th July | Labour Day Mon 13th March |
| Term 3  
17th July - 22nd September | 25th September - 7th October | Good Friday 14th April |
| Term 4  
9th October-22nd December | 25th December, 2017 to 31st January, 2018 | Easter Monday 17th April |

Normal School Times

Craigieburn Primary School uses the following daily timetable:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.50</td>
<td>Classrooms open</td>
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<tr>
<td>9.00</td>
<td>School begins</td>
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<tr>
<td>11.00</td>
<td>Morning recess</td>
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<tr>
<td>11.30</td>
<td>Classroom</td>
</tr>
<tr>
<td>1.15</td>
<td>Lunch in classroom</td>
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<tr>
<td>1.30</td>
<td>Play outside</td>
</tr>
<tr>
<td>2.15</td>
<td>Classroom</td>
</tr>
<tr>
<td>3.15</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Punctuality

Students are expected to arrive on time for all school sessions. At 8.50 am children are able to enter the room and prepare for learning. Parents are asked to ensure that children are sent or delivered to school on time. If it is unavoidable that children will be late, please send a note with them. Please Note – The yard is not supervised early in the morning. Children are welcome at school from 8.30am onwards. If you need to drop off children earlier than this, please enrol them in the Before School Program run by Camp Australia.

What do I do if I want to take my child home early?

It is important wherever possible to make appointments for students out of school hours. This allows maximum learning time for your child.

If you do have to collect your child early please visit the office to collect an Early Leaver’s Pass for you to give to your child’s teacher. This process allows us to know the whereabouts of every child. Students are unable to be collected during Recess and Lunch Time.
Private Property and Mobile Phones at School

Parents are asked to note that any private property brought to school by students is not insured, nor is the school responsible for any loss. We would therefore discourage children bringing valuable property to school as they do so at their own risk. Collectable cards are not to be brought to school. Mobile phones are not to be carried by students in school hours. They can be dropped off at the Office for safekeeping in the morning and picked up after school.

When parents are late picking up children

In the case of a genuine emergency, please call the school and we will arrange for your child to wait at the office until someone can pick them up. In other cases it is up to you to organise for someone to pick up your child.
Children will not be able to stay in the yard unsupervised after 3.30pm. The Yard Duty Teacher will bring them to the office.
If this is likely to be a regular occurrence please make arrangements with the After School Hours Program to care for your child.
Please don’t take other children home without prior arrangements with the parents.

School Gates

The gate at the back of the school (Catani Place) and the gate near Room 29 will be locked at 3.45pm.

Outside School Hours Program

Camp Australia is our service provider for the Outside School Hours Program run on our premises. The program will operate in the gym between 7.00 to 8.45 am and 3.15 to 6.30 pm. Curriculum days 7.00 am to 6.00 pm. Parents can contact Camp Australia on 1300 105 343 or oshc@campaustralia.com.au.

Leaving the school grounds

Under no circumstances are pupils permitted to leave the school ground without permission. Once children arrive at school they must stay inside the school fence. Students are not permitted to go to the shops at lunch time.

School records update

Please notify the school promptly of any change of address, telephone number, occupation and guardianship arrangements so that we are able to make contact when needed. In case of an emergency it is important to ensure that the school has more than one emergency contact number for your child.

Money Collection

Payment for excursions etc can be made by cash, EFTPOS, cheque or credit card. Payment needs to be put in an envelope along with the excursion slip with your child’s name on the front of the envelope. This envelope needs to be sent along with your child to give to their teacher.

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Newsletter

To keep you informed of school activities, a weekly newsletter is published throughout the year on a Tuesday. The weekly newsletter is distributed electronically via email or the Tiqbiz app. The email option can be activated from our website and the Tiqbiz app through the App store. Instructions will be handed out at the start of the year. The weekly newsletter is our most vital form of communication. We ask that you read it carefully. Our website also contains all of the current parent notes and information. Our website is (www.craigieburn.ps.vic.edu.au).

School Requisites/Parent Contribution

The cost of children’s materials and levies in 2017 will be Foundation - Grade 6 $140. Additional costs for excursions, camps, visiting artists, Life Education Van, special activities, etc. will be communicated during the year.

Parking Around the School

The following is a brief summary of the rules and regulations that you need to follow to avoid receiving a Traffic Infringement Notice:

- DO NOT PARK in the SWIMMING POOL CAR PARK. This area is specifically for pool users only and is their PRIVATE PROPERTY.
- 2 MINUTE ZONE – This is a Kiss & Drop Zone. Drivers are not permitted to leave their vehicle. If you park and leave your vehicle, it prevents other drivers from pulling in and dropping off their children.
- DO NOT PARK in No Standing Areas around the school. These are signed to ensure that traffic can flow through the car park and the safety of our students is protected.
- Children exiting and boarding cars in No Standing areas are putting themselves at high risk as other drivers don’t expect this to happen.
- DO NOT PARK or DROP OFF children in the Loading Zone. This is the curved parking area at the end of the entrance road.
- DO NOT PARK on Grassed Areas. Vehicles parking / driving on the grassed areas are often not expected by pedestrians.
- Travel at an appropriate speed through the car park. Maximum speed in the Car Park area is 20kmph. The maximum speed on roads around the school is 40kmph.
- DO NOT PARK in NO STANDING ZONES at the back of the school. If you are collecting or dropping off children in this area, please park responsibly. The local residents in the area have made numerous calls to the school and Hume City Council about vehicles parking over driveways, on nature strips etc.

REMEMBER that all of these rules have been put in place to ensure the safety of our students. Traffic Officers from Hume City Council regularly patrol the area and issue fines for drivers not parking appropriately.
Illness

If we have a confirmed case of measles at the school and your child is not immunised, they will be excluded until 14 days after the first day of appearance of the 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.

The following lists some of the illnesses and the time your child will need to be absent from school.

- **Chicken Pox:** Until fully recovered or at least 5 days.
- **Conjunctivitis:** Until discharge from the eyes has ceased.
- **Diarrhoea:** Until diarrhoea ceases.
- **Diphtheria:** Until receipt of a medical certificate of recovery from infection.
- **German Measles (Rubella):** Until fully recovered or at least five days after onset of rash.
- **Hand, Foot and Mouth Virus:** Excluded from school until the blisters have gone. Return on Doctor’s advice.
- **Head Lice:** Parents are contacted immediately and children are excluded from school until they have been treated. Treatment solution is available from the chemist.
- **Hepatitis A:** Medical Certificate needed to resume, but not before 7 days after the onset of jaundice or illness.
- **Herpes (Cold Sores):** Young children should be excluded while the lesion is weeping. Lesions on exposed areas must be covered with a water tight dressing.
- **HIV/Aids Virus:** Exclusion is not necessary unless the child has a secondary infection.
- **Impetigo (School sores):** Until appropriate treatment has started. Sores on exposed areas must be covered with a water tight dressing.
- **Influenza:** Until symptoms disappear.
- **Measles:** Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.
- **Meningitis/Meningococcal Virus:** Medical certificate required.
- **Mumps:** Until fully recovered (9 days or until swelling goes down).
- **Polio:** Fourteen days minimum, plus a certificate.
- **Ringworm:** Until appropriate treatment has commenced.
- **Scabies:** Until appropriate treatment has commenced.
- **Scarlet Fever:** Certificate needed.
- **Slap Face:** Not contagious once rash appears.
- **Tuberculosis:** Until receipt of a medical certificate from a health office of the Department of Human Services that the child is not infectious.
- **Typhoid:** Certificate needed.
- **Whooping Cough:** Certificate that cough has stopped, but a minimum of four weeks from start of whoop.
Absences

In case of absence, a note should be sent to the class teacher on the child’s return. There is no need to ring the school unless your child is likely to be away for an extended period of time. Home is the best place for a child who is unwell. When a child becomes ill at school, we place the child in the “sick bay” and contact you using the phone numbers you listed on the enrolment form.

It is therefore extremely important to keep these emergency numbers up to date. The Government requires us to periodically issue parents with letters relating to unexplained absences. During your child’s school life it is possible that common childhood diseases will be contracted.

Attendance

Attendance at school has a direct correlation with achievement. To maximise your child’s potential we encourage students not to exceed 12 absences in any given year. Teachers will make contact with you after 3 days of unexplained absence. Students need to be in their classroom ready to start learning at 9.00am. Classroom doors will be open at 8.50 am to allow students to enter the room, put bags away, lunch orders in the basket prior to the bell. Students arriving after 9.00am will be recorded as late. Children arriving after the gates are locked will need to enter the school through the main office. They will need to collect a late pass to take to their classroom.

Medication

The school is required to supervise children taking medication. The medication must be taken to the office prior to school, clearly labelled with the child’s name along with the parent’s written instructions regarding dosage and times. Parents may wish to decant a sufficient amount to last for the period of the medication. If this is done please ensure that all details are shown on the outside of the container. Children who have recovered from an illness but still have medication to finish may also request supervised administration under the same conditions as detailed above. Medication dispensing times: 10:50 am and 1:15pm. If medication is required at other times, parents will need to make other arrangements.

Asthma File

The school maintains an Asthma Register that contains information provided by parents relating to their child’s condition. An Action Plan will be sent home at the beginning of each year to all students who are listed as being asthmatic for parents to complete and return to school as soon as possible. If there is a change in your child’s condition during the year please request that a new form be sent home for you to complete. All asthmatic children must provide their own spacer to be kept at school.
School Uniform

Our school community has elected to have a compulsory uniform policy. School Uniforms are available from:

**Essential School Clothing.** – operating out of the Multi Purpose Room at the school
**Tuesday:** 8.30am – 11.00am and **Thursday:** 2.30pm – 5.00pm


Our School Uniform

**Girls - Summer:**
Brown and white check dress
Brown Bike short/brief (recommended ONLY under Check Dress)

OR

Brown Culottes
White or Gold short sleeve polo with school logo.

**Girls - Winter:**
Pinafore
White or Gold long sleeve polo
Brown Tights

OR

Brown Tracksuit pants
White or Gold long sleeve polo with school logo
White or Gold Skivvy

**Girls – General**
School Bomber Jacket and/or School Rugby Jumper with school logo
Brown, Black or White socks
Brown or Black Shoes OR Runners

**Boys - Summer:**
Brown shorts
White or Gold short sleeve polo shirt with school logo

**Boys - Winter:**
Brown tracksuit pants OR Brown cords
White or Gold long sleeve polo shirt with school logo
White or gold skivvy

**Boys – General**
School Bomber Jacket and/or School Rugby Jumper with school logo
Brown, Black or White socks
Brown or Black Shoes OR Runners

**All Children:**
*School Hats are compulsory for outdoor play during Term 1 and 4*
Gold wide brimmed hat or gold bucket hat with school logo.
Children must only wear our school hats.

**Optional:**
Brown Beanie with school logo

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Clothing

All clothing should be clearly labelled with your child's name. If your child does lose items of clothing, they may be found in the Lost Property container located near the Office corridor. Parents are asked to check this container regularly. Once per term, the clothing is sorted and all named clothing is returned. All unnamed clothing is put in our Second Hand Uniform Cupboard which is for sale at $2 per piece.

We keep on hand a small quantity of clothing for loan to children on those occasions when a change is necessary. Please remember to return this clothing to school as soon as possible after laundering. It is a good idea for Foundation children to have a change of underwear and spare shorts or track pants (in a plastic bag) in case of toilet accidents or falls in puddles.

Lunch arrangements

Children eat their lunches in the classroom prior to going outside to play. Please provide your child with nourishing, manageable lunches and play lunches. Please wrap play lunch and lunch separately, and discuss with your child which food to eat at each break. Your child needs a lunch box and drink bottle, each labelled with his/her name. Drink bottles filled with water may remain on the children’s tables. Our school has a “no sharing food” policy in place to protect all children especially those at risk of allergy or anaphylaxis.

Lunch orders

The Canteen is open 4 days a week. It is closed on a Tuesday. When ordering your child’s lunch, please send money in an envelope clearly marked with your child’s name, grade, and items ordered. We are unable to offer credit. This is placed in the grade lunch basket in the morning. A menu and price list will be distributed to your child early in the year. Parent rosters are organised to assist in the canteen. This roster is found in the newsletter every week. The canteen relies on volunteer helpers to keep the service going. We require as many volunteers as we can get. If you are able to help please let the Office Staff know.

We recommend that children do not share food with each other.

Junior School Council sell icypoles and treats outside the Canteen on Tuesdays.

Sausage Sizzle

Parents Club hold a Sausage Sizzle once a term. The children order their sausage/hamburger/veggie burger/corn in the same manner as for Canteen days. A notice is placed in the newsletter to remind you when they are coming up. The Canteen is closed on these days.

Bank Day

All Foundation students are given a pack from the Commonwealth Bank at the start of the year to open an account. Parents can send money to the school each Tuesday. The money should be enclosed in the plastic folder provided with the deposit book and handed to the class teacher first thing on Tuesday morning. The school is paid a commission on all money deposited.

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Excursions and Visiting Artists

Educational excursions and visiting artists are an important aspect of the school curriculum. Parents are asked to encourage their child’s participation in these activities. Whenever possible, a small number of parents are invited to accompany excursion groups. However, it is school policy that pre-school children cannot be taken on excursions.

Parents are always given prior notice of excursions. The Department of Education & Early Childhood Development requires that parents sign a “permission to attend” form for each excursion. Included on this form is also a statement of permission for the teacher in charge to seek medical advice for your child if necessary. This is not intended to frighten parents, but to enable teachers to act quickly on the rare occasions that this may be necessary. Any money sent to school for excursions should be placed inside an envelope, with the child’s name, grade, and purpose of the money written on the front. The child then places this in a bag in their classroom, that is sent to the office. Parents can place the envelopes in the collection box at the office if you wish.

**Deadlines for money and notes will be strictly observed.**
If financial considerations are relevant to you at any time, please see David Naismith “prior to the deadline.” He will assist in making personal arrangements for you.

School Injuries and Insurance

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refunded by Medicare. If you are a member of an ambulance or health insurance, you may be able to claim transport or other expenses from the fund.

The Department of Education does not hold accident insurance for school students. Is other insurance cover available? Yes.

The Department is aware of two insurers, JUA Underwriting Pty Ltd and Willis Australia Ltd, that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so. Parents need to follow this up themselves. The school is not involved.

Emergency Management Plan

Our school has an Emergency Management Plan which is used in case of any emergency. Your child will be taught to respond to Fire Drill instructions in case of the need to evacuate or lock down the buildings and/or grounds. Children regularly practise this drill.

Smoking

Staff and parents are asked not to smoke in the presence of children. No smoking is allowed in the school buildings or school grounds.

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Safety

From the point of view of the safety of your child, and the welfare of others, it is important that your child knows and follows the basic rules of safety.

Parents are asked to ensure that children understand and observe the following:

1. All pupils should know their own full name and address.
2. All pupils should know the safest route to and from school.
3. All pupils should be shown the safest way to leave and enter the car in the carpark and walk into or out of the school grounds.
4. Articles likely to cause accidents or injury should not be brought to school. These include glass containers, knives, razor blades, fireworks, guns, syringes and water pistols.
5. All pupils should be taught to follow the instructions of those in charge of their safety – teachers, bus drivers, police, neighbours etc.

For your child’s safety:

1. All school gates are locked during the day to ensure student safety.
2. Entry is only via the office.
3. All visitors and parent helpers need to sign in at the office on arrival, and sign out on departure. All visitors and parent helpers will be issued with a pass, which they need to wear while at school.
4. When children deliver messages or undertake tasks outside of their rooms or visit toilets they are always accompanied by another child.
5. Working With Children Check: Currently to comply with Government Regulations our School Council requires the following people to have a current “Working With Children Check”:
   - All non teaching staff
   - School Council Members
   - Parents attending camps
   - Parent’s Club Executive

Parents working in the classroom under the supervision of the teacher are exempt due to the clause ‘a parent who volunteers in the activity in which their own child ordinarily participates’.

School Council reviews this on an annual basis.

6. DET and our Anaphylaxis Policy does not exclude foods which may cause allergic reactions ie: nuts

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Camps
Children in Grades 3 – 6 have the opportunity to attend a School Camp each year. Grade 2 students have a sleep-over late in the year.

Wet Days
If the weather is unsuitable for children to go outside, the school will operate a “Wet Day” program with supervision being provided in the classroom. Please note the importance of your child having appropriate clothing on wet or cold days i.e. raincoats, parka, gumboots, gloves, hats, slippers etc.

Days of Extreme Cold, Heat or Wind
During recess and lunch on very cold or hot days the school supervises activities in the Library or Gymnasium for children who wish to use these facilities. Regardless of how hot or cold it is, some children prefer to stay outside. Parents may wish to encourage their children to take advantage of these opportunities.

Sunsmart
During Terms 1 and 4 all children must wear school hats while outside, i.e. playtime, Phys. Ed., sporting activities etc. If not, they will be directed to move to a designated shaded area.

Behaviour of Students
We have behavioural expectations that we require our students to comply with. They include being respectful of all adults and following teacher direction. There may be times when we would seek your co-operation when dealing with a particular problem. These expectations include:-

Abiding by our school values:

Respect, Responsibility, Co-operation, Optimism, Integrity, Friendliness.

These values are demonstrated in the following ways:

- Respecting property.
- Moving around the buildings in a quiet and orderly manner.
- Staying within the school grounds during school hours, unless with a teacher.
- Playing games in the yard which do not involve physical contact at all.
- Not bringing chewing gum, lollipops, energy drinks, glass bottles or toy weapons to school.
- Remaining seated when eating outside.
- Respecting other children’s privacy in the toilets.

We have zero tolerance to bullying.
**Student Management**

Our Student Welfare Program combines Restorative Practices with a clear behaviour management process. Restorative Practice involves discussions between students and teachers to help the student identify how their choices impact on people around them. The discussion aims to *restore the relationship* between students and the people harmed by their choices. It is hoped that students learn self-management skills through behaviour reflection with other students, teachers and parents.

Students who uphold our school values are acknowledged by receiving awards such as Student of the Week and Month that are recognised at our school assembly.

Students who make inappropriate choices and display undesirable behaviour, both in the classroom and the school yard, will be made accountable for their behaviour. Students have the opportunity to ‘think’ about the choices they are making and make appropriate behaviour choices before facing consequences for their actions.

Children who consistently fail to manage their behaviour in the classroom or in the playground will be involved in a behaviour management process that involves the student, teachers and parents.

We strongly believe that parental support is vital, and we involve parents at all stages throughout the process. More detailed information can be obtained from the school if required.

**What does my child do at school?**

The timetable for each grade will include time with the classroom teacher and specialists. In Term One you will receive a timetable showing when your child’s grade has specialist lessons. The classroom program develops skills and understandings in all curriculum areas – English, Mathematics, The Arts, Interpersonal Development and Health and Physical Education. Within the classroom curriculum, areas may not always be clearly defined and activities are frequently linked across the curriculum through Inquiry Learning.

**The Early Years Literacy Program**

The Early Years Literacy Program involves the implementation of a strategic and comprehensive approach to literacy achievement in all years of schooling. This program is based on the recognition that all students should succeed in literacy and that by the end of this critically important stage of schooling, students will be competent and confident in terms of their literacy development.
What happens in the playground?

Our school playground is divided into several areas, each of which is supervised by a teacher at all recesses and lunchtimes. Play equipment is designated for particular grade levels. A buddy system is established during the first couple of weeks so that the Foundation children have a grade 6 friend in the playground. The Canteen is also supervised when it is open. If a child is hurt in the yard they may be treated on the spot or sent to the Sick Bay by the Yard Duty teacher, where they will be attended to by a Level 2 First Aid Officer. Parents are contacted if staff have any concerns for a child’s welfare. Disputes in the yard are handled by the Yard Duty teachers. Coordinators, Section Leaders, Assistant Principal or the Principal may become involved if there has been a serious breach of the school rules.

Specialist Classes

The school offers the following Specialist Program – Art, Physical Education and Information Technology. Students will have a combination of 3 of these. Foundation to Grade 2 will have Italian Classes.

Additional Safety Net Literacy programs operate throughout the school to provide assistance for children with reading/literacy difficulties. We also have an Integration Teacher. These programs can change from year to year.

Art/Craft

The Art room has a set of Art Smocks for children to wear to protect their clothing.

Library

All children are encouraged to borrow books from the school library. Please read these books to your child and share the enjoyment of reading. Children require a labelled Library bag to protect borrowed books. Craigieburn Public Library also has an excellent range of books and children are encouraged to join the library and use its services.

Book Club

Scholastic Book Services provide good books at reasonable prices throughout the year. Catalogues will be distributed during the year. It is not necessary to purchase any of these books, it is a matter of personal choice.

Physical Education

Children participate in regular Physical Education activities. These activities include fitness, skill development, team sports, Inter-school sports. All children are expected to participate, if however there is a reason your child cannot participate, a note is required. Children require a hat for P.E. during Terms 1 & 4.
PMP – Perceptual Motor Program

All Foundation children participate in a Perceptual Motor Program (PMP). This program provides all children with additional opportunities to develop thinking and motor skills. These skills support Literacy and Numeracy skill Development.

Swimming

Children in Foundation – 2 are offered swimming classes at the pool located next to the school. These classes are conducted in a block over a number of weeks. You will be notified as to when your child’s grade level will be attending swimming. Foundation students normally attend later in the year.

Performing Arts

A specialist Performing Arts Program operates across all grade levels. Children have the opportunity to experience music, drama and performing in a number of ways. These include Assemblies, School Concert, Christmas Performances and Choir. We also offer in school hours an instrumental program through Metro Music Schools. (This is a pay for tuition program).

Digital Technologies

The implementation of Digital Technologies throughout the school is an area where access is continually increasing and improving to enhance teaching and learning. All children have access to iPads and Laptops in the classrooms. Reading Eggs and Mathletics are a part of classroom programs. Children have access to these at home as well. Our Digital Technologies at Craigieburn Primary School also include the use of many apps and websites that support our classroom programs.
Homework

All children are expected to do the set homework each week. The most important home study activities to be encouraged are regular, preferably daily, reading practice and the consolidation of basic mathematical and literacy skills. Suggested maximum homework time allocations for several evenings a week are:

Grades Foundation, 1 & 2: 10 – 15 minutes,
Grades 3 and 4: 30 minutes,
Grades 5 and 6: 45 minutes.

Reporting to Parents

Assessment

Teacher assessment, checklists, grade and online tests, teacher observation and standardised tests are all forms of assessment that are used at Craigieburn Primary School. NAPLAN tests are administered at Grade 3 and Grade 5 levels each year. Each Foundation child will participate in Foundation Entry Assessment. Students are assessed individually and you will be required to nominate a (mutually agreed upon) time during the first few weeks when this will take place. The English Online Interview is administered to all Foundation Students.

Learning Goals / S.T.A.R. Books

All children have a S.T.A.R. book. They set goals and discuss these with parents at Parent / Student / Teacher Interviews. The children reflect on their goals regularly throughout the year.

Launch Into Learning

The first Parent/Student/Teacher meeting occurs in March. This is known as Launch Into Learning and has the following components:–

- Presentation by the grade with the assistance of the teacher explaining “How Learning Occurs in their Classroom”. Information about Home Reading, Homework, Class routines etc will be explained.
- Students present their Learning Goals to their parents.
- Parents have the opportunity to meet and talk to the teacher in an informal setting.
- A free BBQ tea is provided for families. Parents can take the opportunity to talk to the teacher or mingle with other families at the school.
Formal Parent/Student/Teacher Interviews
At the end of Term 2, formal Parent/Student/Teacher Interviews occur. Students/Teachers present a summary of their new Semester 2 goals. The teacher clarifies any concerns about the Semester 1 Report and provides an opportunity for a private chat with a parent.

Written Reports
Written reports are presented to parents at the end of Term 2 and 4. A summary of students Semester 2 Learning Goals are sent home at the end of the year.

Communicating With Your Child’s Teacher
A secure, confident start at a new primary school is very important and no effort is spared on the part of the classroom teacher to ensure this. If you or your child experience any worries or uncertainties about school, no matter how insignificant they may seem, please speak to the classroom teacher. (Please avoid trying to talk to the teachers during class time. A suggested approach would be to ask the teacher for an appointment to discuss the issue.)

Junior School Council
Children in grades 4-6 are involved in Junior School Council. They are encouraged to express their views and make decisions on various aspects of school facilities and happenings. Through their involvement they learn about democratic processes and also increase their responsibility towards other children and the school.

School Nurse
The Child and Family Health Program offers all Victorian children a health assessment in their first year at school and a referral and follow-up service at all year levels. This program is delivered by school nurses.
Services include:
A health assessment of all children in their first year of school (with parent consent) which includes:
- Information provided by a parent/guardian recorded in the questionnaire
- Information from the teacher where there are school concerns
- Testing of vision and hearing
- Clinical observations and examination as indicated
- Accepting referrals from teachers, parents/guardians and students where there are health concerns
- Health assessment of new enrolments
- Follow-up of children with additional needs
- Information to help teachers understand children’s health needs
- Health promotion and resource activities.

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School Dental Service

The School Dental Service (SDS) offers dental care to your child. SDS provides general dental care to children every two years while children identified with a greater need can be seen more often. Examinations and treatment will be provided by appointment at a suitable location nearby. Notices are sent home prior to the visits.
For further details contact: Telephone: 1300 360 054

Program for Students with Disabilities (P.S.D)

The school’s P.S.D. Program caters for a number of children with disabilities and/or impairments. These children are supported in the classroom by Education Support Staff. There is also a P.S.D. Co-ordinator to assist in the planning and implementation of programs for these students. Regular support group meetings will be arranged by the P.S.D. Co-ordinator.

School Chaplain:

The school has a Chaplain assisting at the school two days a week. The Chaplain works with individual students who are having issues at school or at home. They also work with groups of children to assist with Social Skills. The Chaplain is non-denominational promoting good values rather than religious beliefs.
The Chaplain also can assist families with local services they can access for assistance. Children can also ask to speak to the chaplain. Parents and staff can also refer children to the School Chaplain.

Counselling Services

The school has access to Counselling services for children. Please contact the school for a referral form if needed.

Speech Therapy

The school has a Speech Pathologist assigned to it. If you have concerns about your child’s speech or language development please contact the school for a referral.

Immunisation

It is also a Government requirement that children are immunised prior to commencing school and that the school must have a copy of the Immunisation Certificate. If you are a Conscientious Objector you will need to provide the school with the appropriate letter from your doctor.
Children are NOT allowed to start school without this documentation.
Ways in Which You Can Become Involved

Our school welcomes your support and involvement in your child’s education.

In the classroom
Volunteers are welcome to help with Maths, prepare aids, cover books, excursions, the PMP program, etc. A prerequisite for parents assisting with Reading is participation in the Classroom Helpers Program, which is offered early in the year.

In the canteen
The school canteen operates every day except Tuesday. Although we have a Manager – Michelle Kaman, without volunteers to assist we are unable to keep the canteen operating at affordable costs. Just two hours of your time is all that is needed. Your lunch and lunch for one child attending school will be provided on the day you help.

Parents Club
The role of Parents Club is to provide an opportunity for parents from the Craigieburn Primary School community to build relationships and to promote more opportunities for parents to be involved in the life of the school.

Joining Parents Club is a wonderful way to become more involved in your child’s education. Being involved in the school promotes and further develops your child’s interest in their own education. It helps them to see how important their education is to you and therefore helps them to develop positive attitudes to their future learning.

If you would like to join please contact the school office for more information.

School Council
The School Council has major responsibility for deciding the educational policies for our school. The Council is also responsible for:
- the expenditure of all government and locally-raised money;
- ensuring that buildings and grounds are well maintained;
- employing cleaning staff; and
- developing school community relations.

Council membership is shared among teachers and parents who work together for the benefit of all students. School Council meetings are normally held monthly and are advertised in the school newsletter. All parents are welcome to attend.
Helping Your Child to Read

Children enter school with different backgrounds and knowledge, so it is inevitable that they will start to read at different times and at different rates. Some children will begin school as readers. In the classroom, your child’s teacher will ascertain what your child can do and then teach necessary skills.

Some important things you can do are:

- provide a quiet place and time for reading together;
- set a good example by reading yourself;
- encourage and praise your child’s attempts, even if they don’t seem like much to you;
- provide books and magazines to look at;
- watch for any hearing or sight problems and seek help if you suspect these;
- read to your child daily – a few minutes at bedtime is a worthwhile investment;
- always talk to your child about the pictures in a book before reading it - this will help him/her to learn to scan for information and predict the text.
- read the beginnings of sentences and let your child make up the endings;
- leave out a word near the end of a sentence and let your child guess it;
- talk about the story – the funny part/your favourite part/etc.