

**CAIRNLEA PARK
PRIMARY SCHOOL
No. 1434**



2022 Parent Handbook

Cairnlea Park Primary School values open communication. We have compiled this information booklet outlining arrangements for 2022 and hope it will help to keep our school community informed.

TERM DATES 2022

TERM 1: 31st January – 8th April
TERM 2: 26th April - 24th June
TERM 3: 11th July – 16th September
TERM 4: 3rd October – Tues 20th December

REGULAR SCHOOL HOURS

8:55am - 11:00am	Learning block
11:00am - 11:30am	Recess
11:30am - 1:25pm	Learning block
1:25pm - 1:35pm	Lunch eating time
1:35pm - 2:20pm	Lunchtime
2:20pm - 3:20pm	Learning block

PUNCTUALITY

Children should be at school no later than 8:50am. Children are supervised in the yard from 8:40am onwards.

It is **vitaly important** for students to get to school on time. Literacy and numeracy lessons are usually timetabled for the first two hours of the day. Children who come to school late miss out on learning important skills and often find it more difficult to settle into class activities. Ten minutes missed instruction each morning equates to 1 ½ days over the term; that's **6 days over the school year!**

The school gates are locked each morning at approximately 9:00am. Any students arriving at school after this time need to enter through the school office to receive a late pass.

OFFICE HOURS

8.30AM – 4.00pm Monday – Thursday

8.30am – 3.45pm Friday

Please ensure that the office is notified of any changes to your family details (address, phone number etc).

WHAT YOUR CHILD WILL NEED

STUDENT SUPPLIES:

You will have already received a list outlining the costs for school uniforms and student supplies (book pack). The book pack includes items such as scrapbooks, pencils, scissors and glue sticks.

Book packs are to be ordered online and will be delivered to your home address. Once you receive your order, open it to check you have all the items ordered. Please bring the book pack to school on the first day with all items still inside. **Please do not use, cover or label any supplies from the book pack before beginning school.** Classroom teachers will label and allocate the books to different curriculum areas.

YOU ARE ASKED TO PROVIDE:

- a school bag that is big enough to fit a lunch box, take-home books, jumper and school work. School bags with the school emblem are available for purchase at PSW. **Bags, book satchels and chair bags can be reused each year.**
- a lunch box and drink bottle
- a clean change of clothes (if appropriate). Depending on the age of your child, it may be useful to keep a plastic bag with spare underwear, socks and shorts/pants in your child's bag.



NAMING BELONGINGS

Your child's name should be on **every item (except book pack items) that he/she brings to school.** This is particularly vital for lunch boxes, drink bottles and school jumpers and hats. Please write your child's name clearly with black text or use a securely attached label (on the inside for hats, jumpers etc). Clearly named items are more easily returned if misplaced. If your child misplaces an item, they should check the Lost Property in the foyer of the office.

CANTEEN LUNCHES

The canteen is open at recess and lunchtime each day. The procedure for ordering lunch from the canteen is outlined below:

1. Write your child's name and room number at the top of a brown paper bag. Choose lunch items from the canteen menu and write these items underneath, along with the price.
2. Enclose the correct money and seal it securely.
3. Children should place their lunch order in the tub when they enter the classroom.
4. **Don't forget to pack a snack for recess.**
5. The lunches are collected from the canteen at lunch eating time.



A healthy lunch box may contain:

- fruit
- cheese
- yoghurt pouch
- crackers
- a sandwich
- water

This would be sufficient for recess and lunch.



CURRICULUM

At Cairnlea Park Primary School, we have a whole school curriculum plan encompassing all aspects of the Victorian Curriculum.

Daily teaching of English and Mathematics is a priority. Subjects such as History, Geography, Science and Digital Technologies are taught through a range of integrated units throughout the year.

Through comprehensive term and weekly planning, teachers cater for students at their level of need. This involves providing extra support to students who require it, as well as extending those who need further challenge.

English

English includes the areas of reading and viewing, speaking and listening, and writing.

The school follows a comprehensive assessment schedule to evaluate each student's progress and plan programs to meet their needs.

Students participate in two hours of literacy each day. During these sessions, students participate in a range of activities such as:

- modelled, shared, guided and independent reading
- modelled, guided and independent writing
- handwriting practise
- spelling and grammar investigations.

Mathematics

Mathematics includes the areas of number and algebra, measurement and geometry, and statistics and probability. Teachers plan a variety of activities including hands on sessions with a wide range of resources and equipment. A numeracy block operates daily for one hour. During this time, students explore a variety of open-ended tasks in small groups or independently. Small groups of students work with the teacher each day, focusing on learning specific skills.

Specialists

Each year some subjects are offered by specialist teachers. These include Physical Education, Visual Arts, Performing Arts, Italian (L.O.T.E) and Digital Technologies. Students go to these classes once per week. Some of these classes run for one semester then swap with another subject area so that students have the opportunity to experience all learning areas.

EAL: English as an Additional Language

To support students who are learning English as an additional language, the school offers an EAL program run by EAL teachers and Multicultural Aides. This program provides meaningful language experiences to assist students to develop their English language skills in the areas of speaking, listening, reading and writing.

Library

Classroom teachers take students to the school library weekly to enable them to borrow books. Please encourage your child to borrow regularly, read the library book and return it to school in their library bag each week.

HOMEWORK

Cairnlea Park Primary School acknowledges that homework should be tailored and adapted to suit the personal and developmental needs of students. Teachers assign tasks that are meaningful and appropriate for their students.

From Prep to Year 4 the objective of homework is to practise and consolidate the concepts that have been introduced during class time. Homework will mainly consist of daily reading to, with, or by parents, carers or older siblings.

From Year 5 to Year 6 the objective of homework is to build on the concepts of self-discipline, responsibility and initiative to prepare students for secondary school. Assigned homework tasks will include daily independent reading and may include extension assignments, class work and research.

Students are expected to read at home **every night**. You are encouraged to spend time reading with your child, discussing what they are reading and how they are working towards their personal reading goals. Students are asked to keep a record of their reading in their reading record book/diary. This allows the classroom teacher to monitor the reading your child is doing at home. This book/diary can also be used to communicate with classroom teachers about your child's reading progress.

REPORTING TO PARENTS

Early Term 1: A parent-teacher interview is held each year in February or March. This enables parents and teachers to share information on how students are settling into their new class, and discuss any issues that have arisen in the first few weeks of the school year.

End of Term 2: Written reports are made available on the Compass portal and a parent teacher interview takes place.

End of Term 4: Written reports are made available on the Compass portal.

If you feel that there is an issue which could affect your child's schooling, or if you have a concern or query, please do not hesitate to discuss the matter with the class teacher.

Our Principal is also available to talk to parents. If you wish to see the Principal or class teacher during school time you will need to arrange an appointment so that sufficient time can be given to the discussion.

BUDDIES

Each grade is buddied up with another grade in the school or a local kindergarten. This program supports students to develop leadership skills and promotes positive relationships across our school community.

INCURSIONS AND EXCURSIONS

During the year several incursions take place such as visiting storytellers or performers. Students also have the opportunity to take part in excursions related to their areas of study. These activities are an important part of the school program and we encourage all children to attend.

You will receive notice of any upcoming events requiring payment.



CAMPS

In 2022 we will be having a Grade 6 camp and a combined Grade 4 & 5 camp.

Grade 4 and 5 will be attending PGL Campaspe Downs, VIC, an hour's drive from Melbourne. PGL Campaspe Downs is set amid 180 acres of natural bushland in the Macedon Ranges, close to Kyneton and Hanging Rock.

Grade 6 will be attending Ace High at Cape Schanck, on the Morning Peninsula, VIC.

All students are encouraged to attend these camps as the programs use adventure to build confidence, promote a sense of achievement, develop a better attitude to school and have lots of fun.

SCHOOL VALUES

Our Values

- **Respect:** recognising differences in ability, race and religion.
- **Honesty:** truthfulness and open communication.
- **Caring:** caring for myself, others and the environment.
- **Responsibility:** willingness to be accountable for personal behaviour.
- **Tolerance:** accepting differences in ability, race and religion.
- **Friendliness:** building positive relationships with others.
- **Kindness:** treating myself and others fairly and equally.

We all need to live the school values in order to have a safe and happy school.

Behaviours that demonstrate our values:

- We speak kindly to each other.
- We cooperate with each other.
- We share and take turns.
- We wear our school uniform proudly.
- We arrive at school on time, ready for the day.
- We consider others when moving around the school.
- We are honest.
- We take care of our school.

Everyone at CPPS has rights.

At Cairnlea Park PS everyone has the right to:

- Feel and be safe
- Be respected
- Be treated with kindness and fairness
- Learn without interruption

Everyone at CPPS has responsibilities.

At Cairnlea Park PS everyone has the responsibility to:

- Accept the school values
- Treat others with kindness and fairness
- Set a good example
- Work to the best of our ability

B4UACT

At Cairnlea Park Primary School, we pride ourselves on the friendliness and cooperation that our students display every day. We support and encourage all students to be their best by implementing our innovative 'B4UACT' matrix, which clearly illustrates the school expectations for behaviour.

Our four school rules are explicitly taught in fortnightly lessons, and awards for outstanding behaviour are celebrated with certificates and morning tea with the Principal.

	As a CPPS Student	As a Class Member	As a School Community Member	As a Global Citizen
Be Kind 	<ul style="list-style-type: none"> I am friendly I use good manners I care for others I accept and value differences 	<ul style="list-style-type: none"> I share class equipment I use an 'inside' voice I am helpful 	<ul style="list-style-type: none"> I have a positive attitude 	<ul style="list-style-type: none"> I help people
Be Safe 	<ul style="list-style-type: none"> I am considerate of others I play games fairly I line up at class correctly I am Sunsmart 	<ul style="list-style-type: none"> I move carefully around the room I keep my hands and feet to myself I take care of class equipment 	<ul style="list-style-type: none"> I walk my bike or scooter through the school yard I wear a helmet when riding to and from school I use the school crossings correctly 	<ul style="list-style-type: none"> I obey the laws of society I am safe online
Be Responsible 	<ul style="list-style-type: none"> I wear the school uniform correctly I am punctual I practise good hygiene I am honest 	<ul style="list-style-type: none"> I stop and listen to announcements I label my belongings I work cooperatively I am organised 	<ul style="list-style-type: none"> I represent my school proudly I help keep the school clean I speak up if I see bullying 	<ul style="list-style-type: none"> I take responsibility for my actions I care for the environment
Be Your Best 	<ul style="list-style-type: none"> I am kind, safe and responsible I try my best always I am proud of my achievements 	<ul style="list-style-type: none"> I encourage others I show good sportsmanship I realise my actions have consequences 	<ul style="list-style-type: none"> I am proud of my school I am a role model 	<ul style="list-style-type: none"> I am a problem solver

HEALTH AND EMERGENCY INFORMATION

HEALTH

The best place for a sick child is **at home**. Please do not send your child to school if he/she is unwell. If your child becomes sick or is injured at school, you will be contacted to come and collect him/her. The school has a First Aid room and staff are First Aid trained. Minor injuries are treated by staff, and this is recorded in the First Aid book. Depending on the nature of the injury, your child may receive a note saying that he/she attended First Aid and what treatment was given. **All** children who attend the sick bay because of a head injury will receive a red note and phone call home explaining the incident.

MEDICATION

No medication (including over the counter ones e.g. Panadol) can be administered at school without written permission and instructions from a doctor. Please take your child's medication directly to the office, labelled clearly with your child's name. All medication will be administered at 12:00pm by office staff according to your doctor's written instructions.

EMERGENCY CONTACT INFORMATION

You have been asked to provide us with emergency contact information when filling out your child's enrolment form. It is most important that the information supplied is completely accurate and is **kept up to date**. *Please notify us immediately of any changes to your address or phone details* so that we can contact you should the need arise. Please ring the school office on 9363 1187 or email:

cairnlea.park.ps@education.vic.gov.au

PHYSICAL OR MEDICAL PROBLEMS

Please ensure that the office and your child's teacher are informed of any medical conditions such as allergies, asthma, vision or hearing problems, that your child may have. Advice about any temporary condition would also be appreciated. This will help us to ensure that all care and safeguards can be put in place to protect the health of your child.

INFECTIOUS DISEASES/CONDITIONS

If your child has an illness of an infectious nature such as chickenpox, measles, slap cheek virus, scabies etc, please inform the school as soon as possible. You will need to check with your doctor and the school to find out about the length of time your child will need to be excluded from school.

HEAD LICE

From time-to-time young children get head lice or nits. Treatment for this is available from the chemist. If head lice are detected on a child, the child is given a response form to take home and can return to school once treated. Other students in the grade are also given a note to say that head lice have been detected in the grade and to check your child's hair. This is all done confidentially; no children's names are used.

COMMUNICATION

Communication between home and school is very important to us at Cairnlea Park Primary School.

COMPASS

To assist in communication between the school, teachers and parents, we use a web based system:

Compass. This system can be accessed and downloaded as an app on mobile phones, tablets or computers or used straight from the internet via your browser.

Using our parent portal you will be able to:

- Access your child's Student Semester Reports (no printed reports)
- Book your Parent/Student/Teacher conferences
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your child
- Update your registered email and mobile number (used for SMS alerts)
- Access school newsletters and information regarding upcoming events.



**SMS notifications are sent daily at 10:00am if your child has not been marked present and you have not authorised this absence.

Please download the Compass App from the App Store or Google Play Store (for your phone or tablet) or use the following link for your computer:

<https://cairnleaparkps-vic.compass.education>

SCHOOL NEWSLETTER

The school newsletter (English and Vietnamese) is distributed on alternate Thursdays. Newsletters can be accessed via the Compass portal.

TEAM NEWSLETTERS

Teams will provide a newsletter on Compass by the end of week 3 each term. This will provide information about activities, special events and program information that is specific to the year level.

ASSEMBLY

Assemblies are held at 2.30 pm on alternate Friday afternoons. Children sing the National Anthem, recite the School Promise, receive Student Achievement Awards and other incentives, and hear about upcoming events. Senior students report on sporting activities such as Inter School Sport. Sometimes a class, the school choir or performing arts group present a musical or drama item. Parents are invited to attend assemblies, which take place in the school gymnasium.

SUN SMART

The school's Sun Smart Policy helps protect our children from harmful sun damage. Children must wear a school bucket or legionnaire hat at all times during term 1 and from the 1st September due to high UV levels. Students without a hat will be restricted to sheltered areas during recess and lunch time (hats can be purchased from PSW). Each classroom has sunscreen that children can put on prior to going out at recess and lunch time. You are welcome to provide your child with their own sunscreen from home, especially if they have skin allergies.

EXTREME WEATHER

When the temperature reaches 35 degrees, we operate a supervised Hot Day Timetable and students stay inside at recess and lunchtimes to play in their classrooms. All classrooms are air-conditioned which helps students continue their learning programs in comfortable conditions.

When it is raining during recess or lunchtime, we operate a Wet Day Timetable and children remain indoors and play games in the classroom, supervised by teachers.

PLAYGROUND SUPERVISION

Children are supervised in the yard at recess and lunchtime by a number of staff members. Yard duty teachers wear a yellow vest so that they are easily identified by students. Please remind your child that if they have a concern in the yard, they should go to the yard duty teacher for assistance.

EARLY DISMISSAL

If you wish to pick up your child from school early for some reason, please go to the office, **not the classroom**. The office will phone the classroom teacher, who will send your child to meet you at the office. If you would like to pick up your child at recess or lunchtime, please go to the office prior to 11.00am or 1.25pm. It is very difficult to locate students in the playground during recess and lunchtime which may make you late for appointments.

HELPING AT SCHOOL

Your help is welcomed at the school. Your child and other class members benefit from your involvement in a range of ways. Parent helper training sessions are run in Term 1 each year. All helpers must complete the Parent Helper Training Session and have a current Working with Children Check in line with our School Council Policy.

Ways that you can assist include:

- hearing children read and/or changing take-home books
- helping small groups of children to do an activity
- the Perceptual Motor Program (PMP)
- making classroom resources
- joining the School Council.

2022 STAFF LIST

Prep	AC	Ashleigh Caulfield	Room. 5
Prep	EP	Emma Pisano	Room. 1
Prep	ES	Elena Soseska	Room. 2
Prep	TB	Trinh Bunting	Room. 4
Prep	WS	William Southall	Room. 3
1	AF	Amelia Fang	Room. 11
1	EL	Enza LaRosa	Room. 10
1	ES	Emma Smith	Room. 7
1	OL	Olivia Lukies	Room. 8
1	SC	Sanay Cooke	Room. 12
1	VK	Veronica Kafoa	Room. 9
2	BN	Berni Niccoli	Room. 13
2	CH	Stacey Ciampa & Ampy Husna	Room. 18
2	DL	Dianna Lazarevski	Room. 16
2	EM	Emma McInerney	Room. 14
2	JW	Jenny Wilson	Room. 15
2	KW	Kacey White	Room. 17
3	BS	Brent Smith	Room. 27
3	CC	Chantel Crutchfield	Room. 26
3	HD	Laura Hein & Sarah Desira	Room. 25
3	KS	Katarina Soldo	Room. 28
3	MF	Matthew Fenech	Room. 19
3	MM	Michelle Monitto	Room. 20
4	BW	Brigid Weir	Room. 34
4	CR	Claire Rogers	Room. 22
4	HM	Bassima Hamdan & Mel Morrison	Room. 29
4	MK	Meri Kotevski	Room. 30
4	MW	Morgan Williams	Room. 33
4	RP	Rochelle Partenio	Room. 21
5	BD	Blair Davidson	Room. 32
5	JS	John Stojcevski	Room. 23
5	LD	Leila Drozd	Room. 24
5	SA	Sarah Ackerman	Room. 31
6	JS	Josh Fielding	Room. 36
6	LF	Laura Foster	Room. 39
6	ML	Mark Lewis	Room. 38
6	SF	Siobhan Fitzpatrick	Room. 37

PERSONAL PROPERTY BROUGHT TO SCHOOL AND PERSONAL INJURY INSURANCE

The school and DET do not accept any responsibility for damage or loss of private property brought to school by students, visitors or staff. Parents are asked to carefully consider whether any valuable items are brought to school by their children. This can include mobile phones, calculators, toys or sporting equipment. As the Department does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property, students and staff should be discouraged from bringing any unnecessary or particularly valuable items to school.

All items brought to school, including uniforms, need to be clearly named using permanent markers.

Cairnlea Park Primary and DET do not provide personal accident insurance or ambulance cover for students. Parents and guardians of students who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance or transport as well as any other transport costs.

SCHOOLS' PRIVACY POLICY

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect.

All staff, service providers and agents of the Department and Cairnlea Park Primary must comply with Victorian privacy law and this policy.

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the [Schools' Privacy Policy](#)

Please take time to remind yourself of the school's privacy collection statement, found on our website www.cairnleaparkps.vic.edu.au

For more information about privacy, see: [Schools' Privacy Policy – information for parents](#). This information is available in nine community languages.

“Our Best Always”



To view our policies please visit www.cairnleaparkps.vic.gov.au