

**CAIRNLEA PARK
PRIMARY SCHOOL
No. 1434**



2023 Parent Handbook

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Cairnlea Park Primary School values open communication. We have compiled this information booklet outlining arrangements for 2023 and hope this will help you to stay informed about the programs that we offer.

If you have any queries about this information or any other aspect of your child's class program, please contact your child's teacher and make an appointment to meet before or after school.

TERM DATES 2023

TERM 1: 30th January – Thurs 6th April

TERM 2: 24th April - 30th June

TERM 3: 17th July – 15th September

TERM 4: 2nd October – Wed 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 are supervised in the yard from 8:40am onwards. They should be at school no later than 8:50am.

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. 10 minutes missed instruction each morning equates to 1 ½ days over the term; **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 family changes (address, phone number etc)

WHAT YOUR CHILD WILL NEED

Student Supplies:

You will have 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 part of the school fees and are ordered via Compass. All resources are delivered to school.** Classroom teachers will provide your child with their individual resources at the start of the year, and further resources as they are required throughout the year. Students/teachers will label and allocate the books to different subjects.

You are asked to provide:

- a school bag that is big enough to easily fit a lunch box, take-home book bag, jumper, schoolwork and change of clothes. It is a good idea to choose a bag with a separate zipper pocket that can fit notes, lunch orders or other important small items. A school bag with the school emblem is available for purchase at PSW. **Once purchased, school bags, book satchels and chair bags can be used each year.**
- a lunch box and drink bottle.
- a clean change of clothes for younger students. Accidents can happen so it is 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 that he/she brings to school. This is particularly vital for school jumpers and hats. Please write your child's name clearly with black text or place a label on the inside of the neck or waistband. Clearly named items of clothing are more easily returned if misplaced.

Lost items are placed in Lost Property which is located in the foyer on the playground side of the office.

FOOD (lunch and snacks)

Good nutrition plays an important role in ensuring that students can concentrate on their learning throughout the day. It is important that your child has breakfast before school to provide energy for the morning's activities. Once at school, students have regular opportunities to eat throughout the day.

Fruit snack: Research suggests that a healthy snack before recess can improve engagement in learning. We ask that you support this program by providing your child with a fruit/vegetable snack to be eaten during the morning session. This needs to be fresh fruit or vegetables that can be easily eaten with no mess. You may like to pre-slice larger items, particularly for younger children. Suggestions include:

- apples – either whole or pre-cut
- other easy to eat fruit such as bananas, mandarins or strawberries
- carrot, cucumber or celery sticks
- baby tomatoes.

Recess: Children should bring a small snack for recess. Younger students are provided with time to eat their snack in the classroom before the recess break. Students can also buy snack items from the canteen during the recess break.

Lunch: All students eat lunch in the classroom under the class teacher’s supervision. Lunch can be brought from home or ordered from the school canteen.

Food From Home

A school lunch does not need to be large but should provide long lasting energy. We encourage families to pack healthy lunches such as sandwiches, fruit, water, cheese, sultanas, etc. Chips, chocolate and soft drink do not provide the required lasting energy for a day at school.

No hot or take-away lunches will be accepted at the office.

Students can drink **water only** from their drink bottle during class time. For safety reasons, drinks should not be in glass containers.

A healthy lunch box may contain:

- fruit
- cheese
- yoghurt
- crackers
- sandwich
- water

This would be sufficient for fruit snack, recess and lunch.



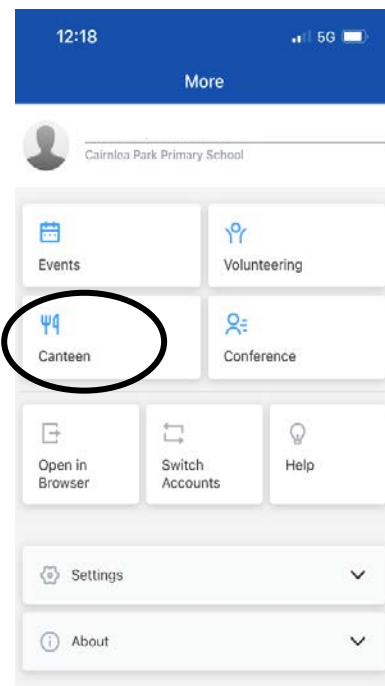
Canteen Lunches

The canteen is open at recess and lunchtime each day.

Please use Compass to place your child’s lunch order and items will be delivered to their classroom at lunch eating time.

Don’t forget to pack a snack for recess and some fruit for fruit break. Snacks can also be purchased over the counter at recess and lunchtimes.

Lunch orders can be ordered via COMPASS; we encourage you to use this system as it is easy for both parents and the canteen. →



SUNSMART

The school's SunSmart Policy helps protect students from harmful sun damage. All students must wear a **school bucket or legionnaire hat during Term 1 and from 1st September due to high UV levels**. Students without a hat will be restricted to sheltered areas during recess and lunchtime. Each classroom has sunscreen which children can put on prior to going out at recess and lunchtime. You are welcome to provide your child with their own sunscreen from home; especially if they have skin allergies.

****Hats can be purchased from PSW and are also available for purchase from the school office.**

EXTREME WEATHER

During periods of extreme weather, students play in their classroom at recess and lunchtimes, under the supervision of their teachers. Extreme weather timetables apply on wet days and on hot days when the temperature reaches 35 degrees. All classrooms are air-conditioned which helps students continue their learning programs in comfortable conditions.

PLAYGROUND SUPERVISION

Children are supervised in the yard at recess and lunchtime by 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 any 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 student 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 school. If you are intending to help, it is compulsory you attend one of our Parent Helper Training sessions (run in Term 1) 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 play a game or do an activity
- helping with the Grade Prep Perceptual Motor Program (PMP)
- making classroom resources
- joining the School Council.

If you are not able to come at a regular time, but would still like to assist, let the teacher know prior to the day you are available. Your help with tasks within the classroom or across the school is greatly appreciated.

Parent helper involvement will commence from the beginning of Term 2 to allow students to settle into their new learning environment and establish a class routine.

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 Cairnlea Park Primary School has rights.

At Cairnlea Park Primary School, everyone has the right to:

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

Everyone at Cairnlea Park Primary School has responsibilities.





At Cairnlea Park Primary School 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

B4 U ACT

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 '**B4 U ACT**' matrix, which clearly illustrates our school expectations for behaviour.

Our four school rules are explicitly taught, and awards for outstanding behaviour include 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.

Medication

No medication (including any over the counter e.g. Panadol) can be administered at school without written permission and instructions from a doctor. Please take your child's medication, labelled clearly with your child's name, directly to the office. 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 problems or conditions that your child may have such as allergies, asthma, vision or hearing problems. 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 can be accessed and downloaded as an app on mobile phones, tablets or computer 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 Interviews
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your son/daughter
- Order your child's lunch from the canteen
- Update your registered email address and mobile number (used for SMS alerts)
- Access information regarding upcoming events and school newsletters.



**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 each fortnight on a Thursday. Newsletters can be accessed via the Compass portal.

Assembly

Assemblies are held at 2.30pm 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 interschool 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.

CURRICULUM PROGRAMS

Cairnlea Park Primary School has a whole school curriculum plan encompassing all aspects of the Victorian Curriculum.

Daily teaching of English and Mathematics is a priority whilst History, Geography, Science, Design and Technologies and Health are taught through a range of integrated units throughout the year. Other subjects are taught by specialist teachers.

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 require further challenge.

English

Students engage in two hours of focused literacy instruction each day. Teachers track student learning and deliver targeted teaching across all areas of English. Students are encouraged to take ownership of their learning through the setting of personal reading and writing goals. Their progress is monitored during regular conferences with the teacher.

The reading workshop incorporates the explicit teaching of decoding, fluency and comprehension skills. Students learn to analyse, evaluate and respond to texts. They are provided with opportunities to apply their skills through independent reading and a range of purposeful reading tasks.

Students are taught to write for a range of audiences and purposes. By linking writing with our inquiry units, students are provided with authentic opportunities for writing. They learn to research, plan, revise, edit and publish texts in a range of genres. Through the study of mentor texts, students explore the qualities of good writing and learn how to apply these in their own writing.

The explicit teaching of speaking and listening skills is embedded in literacy lessons. Students learn the skills and language required across a range of contexts such as everyday communication, literature discussions and presentations.

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.

Respectful Relationships

Respectful Relationships is a core component of the Victorian Curriculum and is taught in all government schools. It covers topics including being respectful, resilient and engaged at school. The program promotes equality and helps students learn how to build healthy relationships. It prepares them to face challenges by developing problem-solving skills and building empathy, resilience and confidence.

English as an Additional Language (EAL)

To support students who are learning English as an additional language, we offer an EAL program run by EAL teachers and multicultural aides. This program provides meaningful language experiences to develop students' ability to communicate effectively in the areas of speaking, listening, reading and writing.

Specialists

Students attend four hours of specialist classes each week. In 2023 the specialist classes and teachers are:

Physical Education: Miss Kretiuk and Miss Lynn

LOTE (Italian): Signora Erin and Signora Grazia Eugeni

Digital Technologies: Mrs McAulay and Mrs White

Visual Arts: Miss McGirr (*Semester 1: Grades P-2 and Semester 2: Grades 3-6*)

Performing Arts: Mr Lewis and Mrs Cooper (*Semester 1: Grades 3-6 and Semester 2: Grades P-2*)

Library

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

Home Reading Program

Students are expected to read their take-home books at home **each day**. You are encouraged to spend time reading with your child and discussing the book to develop their understanding. After reading with your child, write the name of the book in their reading record book (or have them do it themselves). This will allow the classroom teacher to monitor the reading your child is doing at home. This book can also be used to communicate with classroom teachers about your child's reading progress.

Buddies

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

REPORTING TO PARENTS

February (Prep only): During February each Prep student will be allocated a time to attend a 60-minute assessment session. During this time the teacher will conduct literacy and numeracy assessments with each child individually. These provide valuable information that assists us to plan targeted teaching programs to meet the needs of each student.

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.

INCURSIONS AND EXCURSIONS

During the year a range of incursions take place such as visiting storytellers or performers. Students also participate in a range of excursions linked to the curriculum. 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

Camps are offered in Grade 4 and Grade 6. All students are encouraged to attend camps as the programs use adventure to build confidence and a sense of achievement, develop a positive attitude to school and have lots of fun.

The Grade 4 camp is at PGL Campaspe Downs, an hour's drive from Melbourne. It is set amid 180 acres of natural bushland in the Macedon Ranges, close to Kyneton and Hanging Rock.

The Grade 6 camp is at The Ranch, a 200-acre adventure park on the Mornington Peninsula.

Activities offered

Abseiling*	Aeroball	Archery*	Ball Sports
Bush Walk	Bush Craft	Canoeing*	Centipede*
Challenge Course	Climbing*	Crate Stack*	Flying Fox*
Giant Swing*	Initiative Exercises	Leap of Faith*	Low Ropes*
Orienteering Possum	Glider*	Raft Building*	Team Challenge

*PGL & The Ranch instructor led. All other activities are teacher led.

Free Time Activities

Badminton	Basketball	Cricket	Downball
Netball	Table Foosball	Table Tennis	Tennis
Soccer (indoor and outdoor)		Volleyball (indoor and outdoor)	

CLASS LIST

Class	Teacher/s	Room No.
<i>Prep TB</i>	<i><u>Trinh Bunting</u></i>	4
Prep AC	Ashleigh Caulfield	8
Prep AF	Amelia Fang	3
Prep AS	Amy Smith	7
Prep LD	Leila Drozd	1
Prep RJ	Rebecca Jurgens	2
<i>1 OD</i>	<i><u>Olivia Di Blasi</u></i>	9
1 CH	Stacey Ciampa & Ampy Husna	13
1 SC	Sanay Cooke	14
1 VK	Veronica Kafoa	10
<i>2 MH</i>	<i><u>Mark Hardy</u></i>	16
2 BN	Berni Niccoli	17
2 HS	Hatice Sahbaz	18
2 JW	Jenny Wilson	15
2 PV	Rizza Pascual & Ashley Vella	11
2 TN	Tien Nguyen	12
<i>3 CC</i>	<i><u>Chantel Crutchfield</u></i>	26
3 BS	Brent Smith	27
3 HD	Bassima Hamdan & Sarah Desira	25
3 KS	Katarina Soldo	28
3 MM	Michelle Monitto	20
<i>4CR</i>	<i><u>Claire Rogers</u></i>	22
4 MK	Meri Kotevski	30
4 MW	Morgan Williams	33
4 RP	Rochelle Partenio	21
4 TM	Matt Tomkins & Nicole Murador	29
<i>5 BD</i>	<i><u>Blair Davidson</u></i>	34
5 AP	Alyssa Palamara	32
5 JS	John Stojcevski	23
5 SA	Sarah Ackerman	31
5 SF	Siobhan Fitzpatrick	24
<i>6 DL</i>	<i><u>Dianna Lazarevski</u></i>	37
6 BW	Brigid Weir	36
6 LF	Laura Foster	39
6 ML	Mel Morrison & Mark Lewis	38
SAU	Mrs Boyton	SAU Room

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, sporting equipment and cars parked on school premises. 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.cairleaparkps.vic.edu.au

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

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

“Our Best Always”

