

CONTENTS

School Organisation & Term Dates	2
Principal's Welcome	3
Purpose Statement	4
Daily School Procedures	5
School Student Dress Code	12
Curriculum	14
Co-Curricula Programs	16
Homework	16
Student Welfare, Wellbeing & Discipline	17
Health of Your Child	19
Appendices	21
<i>Asthma Policy</i>	
<i>Controlling Head Lice (DHS brochure)</i>	
<i>First Aid Policy</i>	
<i>Medication Policy</i>	
<i>Policy Against Bullying</i>	
<i>School Privacy Notice</i>	

2008 SCHOOL ORGANISATION

Principal	Louise Pearce
Assistant Principal	Vicki Standfield
Business Manager	Morag Bouch
Office Manager	Martina Derks
Administration Support	Jan Stevens
School Address	21 Mackie Road, East Bentleigh 3165
School Telephone	9570 1652
School Office Hours	8.30am – 4.30pm Monday to Friday
School Facsimile	9579 4095
Email	coatesville.ps@edumail.vic.gov.au
Website (from July 2006)	http://www.coatesvilleps.vic.edu.au
Out of School Hours (Camp Australia)	
Morning Recess	10.40am – 11.10am
Lunch	12.50pm – 1.50pm
Dismissal	3.30pm
Whole School Assembly-Monday	8.50am -9.00am

Please note that teachers supervise the playground from 8.45am – 9.00am before school and from 3.30pm – 3.45pm daily. Children should be booked into Before/After School Care Program (Camp Australia) if present in the school outside these hours.

ARRANGEMENTS FOR PREPS IN JANUARY & FEBRUARY, 2008

- ❖ School commences on Wednesday 30 January 2008 for Grade 1 to Grade 6.
- ❖ Preps start on Thursday 31 January 2008
- ❖ Preps will not come to school on Wednesdays throughout the month of February (6th, 13th, 20th, 27th).
- ❖ Preps will start full-time from Monday 3 March which is also School Photograph Day.

TERM DATES

Term Dates - 2008		
Term 1	30/01/08 to 20/03/08	(Last day finish at 2.30pm)
Term 2	07/04/08 to 29/07/08	(Last day finish at 2.30pm)
Term 3	14/07/08 to 19/09/08	(Last day finish at 2.30pm)
Term 4	06/10/08 to 19/12/08	(Last day finish at 1.00pm)
2008 Public Holidays		
Term 1	Labor Day	Monday 10 March
	Good Friday	Friday 21 March
	Easter Saturday	Saturday 22 March
	Easter Monday	Monday 24 March
Term 2	Anzac Day	Friday 25 April
	Queen's Birthday	Monday 9 June
Term 4	Melbourne Cup	Tuesday 4 November

TERM 1 DIARY DATES

Whole School - <i>Getting To Your Class Teacher</i>	Monday 11 February (6.30pm – 7.15pm for Prep to Grade 2) (7.30pm – 8.15pm for Grade 3- 6)
Whole School Family Picnic	Friday 22 February (6.00pm – 9.30pm)
Whole School Photograph Day	Monday 3 March
KIDS SPACE for Prep families	Friday 7 March - from 6.00pm
Whole School Parent / Teacher Interviews	Wed 11 & 12 March from 4.00pm

PRINCIPAL'S WELCOME

I extend a warm welcome to new families at Coatesville Primary School in 2008 and acknowledge the continued support of parents who are members of our current school community. My hope for every child is that he/she experiences daily success, feels safe and is happy coming to school each day. Coatesville PS enjoys a proud tradition of academic excellence and this has been attributed to our committed, professional and caring staff, both teaching and non-teaching, who strive to work in partnership with parents, in the best interests of every student.

Our whole school Values of Achievement, Cooperation, Respect, Responsibility and Harmony underpin the code of practice for staff, School Council, parents and students and, as such, it is expected that all members of our community will demonstrate a commitment to modelling these Values. Our "You Can Do It" Program complements these Values by providing our children with practical strategies to help them be resilient, confident, organised, persistent and be able to get along with a range of other people.

There are many challenges facing the educational landscape in the 21st Century. Schools need to help students develop sets of *knowledge*, *skills* and *behaviours* which will promote and encourage success in a world which is complex, rapidly changing and rich in information and communication technology. To succeed and be active participants, in a global context, students need to:

- ❖ *manage themselves as individuals and in relation to others*
- ❖ *understand the world in which they live*
- ❖ *act effectively in that world.*

Coatesville Primary School remains a leading school which is at the cutting edge of innovative approaches to teaching and learning. The 21st century, into which our young children will live and lead, is a conceptual age in which ideas, creativity, making connections and discovering new knowledge are the keys. In addition, it is about "why" and "how". Knowledge, the "what", is easily accessible in this digital age.

Engaging students in the 21st Century is our teaching challenge. We first must be engaged with our students and connect with them before authentic learning can take place. Teachers are asked to think about their class as a team of learners working and discovering together. They are asked to listen to their children actively and get to know them as individuals. Teachers are expected to use information technology with their children and so that they can learn from each other. Teaching and learning is also about discovering stimulating spaces and places inside and outside classrooms where inquiry and curiosity can be nurtured and modelled.

Research indicates that children are more likely to be successful where parent/s are actively engaged in their child's education. Your support, encouragement and positive attitude are very important. Ensuring your child is at school before the bell at 9.00am is the first way to show to your child/ren that their education is important. Children are influenced by what they see and what they hear from their peers and adults, particularly their parent/s. If you cause your child to be late due to your commitments they will learn very early on that their learning is not important. It is ideal for children to arrive in time to say "hi" to friends and have quick play in the playground before going to class. Parents are welcome to assist in activities such as, a helper with Reading, Maths, Sport, PMP, excursions etc. Due to a variety of reasons, parents cannot always be at school to assist in such a direct way, so we ask that parents try to find ways to be involved and supportive, whenever or wherever possible, in a range of other ways. School Council holds an election each year to bring onboard parents with interests/skills in the areas of buildings & grounds maintenance, fundraising & promotion, strategic planning & policy development, finance & resources. We often establish "working parties" to focus on short term projects, such as, the 2007 fence project. Try to ensure your child has uninterrupted, regular time to undertake homework activities and show a keen interest in their each milestone, however, small. Let your child know their personal best is what is asked of them, both at home and at school. Celebrate achievements with praise and a little reward, whenever you can. If you become aware of a concern your child is experiencing encourage him/her to tell a teacher. Communicate with your child's teachers often so that you get to know each other well over the year. Attending Information Nights, Parent-Teacher Interviews and Student-Led Conferences are invaluable experiences and necessary for parents to learn about new methods of teaching.

In 2008 classes will be organised a Prep, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5 and Grade 6. This decision is based on our move towards an Inquiry Approach to learning across the school. In 2007, Inquiry Approach was formally introduced in Levels and we wish to enrich and deepen student learning opportunities through age- based investigations and inquiries in 2008.

Every decision made at Coatesville PS is based on the principle that *your child comes first*. Sometimes decisions do not please everyone but, at the end of the day, we must be sure that the decision was made in the best interests of all students. You can help to make a difference by being actively interested in, and supportive of, your child's learning, personal growth and well-being.

May 2008 be a happy, healthy and harmonious year for everyone.

Louise Pearce (MEPA, BA, Dip.Ed)

COATESVILLE PS - PURPOSE (MISSION) STATEMENT

To nurture the educational journey of all students through the provision of a dynamic and engaging educational program that leads them to develop life long learning skills, contribute to the global community and the fulfilment of their individual potential.



Shared Vision

- ❖ School Strategic Plan 2006 - 2009 (copy available on website)
- ❖ Annual Implementation Plans 2006, 2007, 2008

Focus on Teaching & Learning

- ❖ Small class sizes P-6 and resources linked to student learning
- ❖ Specialist programs (Art, Music, PE, Library, Reading Recovery, Environmental Education, LOTE-French),
- ❖ Futures-oriented curriculum and innovative teaching and learning practice in Information & Communication Technology
- ❖ Extensive Co-curricula programs

Professional Leadership

- ❖ Complementary staff expertise and experience profile
- ❖ Staff Professional Learning Action Teams (Curriculum Design)
- ❖ Teaching & Learning Team Leaders (Curriculum Implementation & Evaluation)
- ❖ Student Welfare & Well Being Leaders (Student Health, Discipline and Social/ Emotional Development)
- ❖ Staff Consultative Team (Work Conditions & Staff Wellbeing)
- ❖ Student Council (Student Leadership Development, Student Wellbeing)

Stimulating & Secure Learning Environment

- ❖ Focus on holistic learning environment, both internal and external areas
- ❖ Expansive grounds & sporting facilities
- ❖ Whole school approach to Student Welfare & Discipline
- ❖ Staff ID badges, Helpers badges and Visitors badges & internal security processes
- ❖ Grounds Manager and highly active parents on Grounds Maintenance Subcommittee
- ❖ Compliance with OH&S requirements

Accountability

- ❖ 4-year cyclic process for whole school review
- ❖ Performance & Development Plans – whole staff
- ❖ Reporting to parents - formal and informal
- ❖ Annual Staff, Parent & Student Attitude to School surveys and Annual Report to Community

Learning Communities

- ❖ Staff Professional Development for teaching and non-teaching staff
- ❖ New Staff & Graduate Teacher Induction program
- ❖ School Council Induction program
- ❖ Out of School Hours & Vacation Care Programs in partnership with Camp Australia.
- ❖ Canteen 5 Star Rating - healthy choices, allergy awareness (Diabetes, Anaphalaxis)
- ❖ Parent Friends Program & Classroom Helpers Program & Getting to Know You Evenings

High Expectations

- ❖ School Motto *"Aspire Higher"*
- ❖ Individual Learning Plans for students achieving below and well above expected Grade
- ❖ Academic Competitions (State & National)

Purposeful Teaching

- ❖ Differentiated curriculum to accommodate the individual abilities and learning styles of every student
- ❖ Whole school commitment to *"Your Child Comes First"*

DAILY SCHOOL PROCEDURES

Absences

The school requests that parents telephone the office on the morning of your child's absence from school. A message is forwarded to your child's class teacher. If your child has not arrived by the time that morning attendance roll call is taken (about 9.15am), the office will contact parents as soon as is practicable.

When your child returns to school following an absence, parents are requested to forward *a written note* explaining your child's absence. This note is to be given to your child's class teacher. If your child will be away for an extended time, you are welcome to make an appointment with your child's class teacher regarding work requirements. Work cannot be provided with less than a day's notice.

Assembly on Mondays

Every Monday the school bells sounds at 8.45am and a whole school Assembly is held at 8.50am in the playground, weather permitting. Assemblies may be held in the school hall on wet days or cancelled, if necessary. Children must be punctual for Assembly, however, if they are late, they should wait quietly behind the Assembly while the National Anthem is in progress. Parents are encouraged to come to Assembly and participate in the singing of the National Anthem. Parents are asked not to chat during the singing of the National Anthem. Teachers are expected to supervise their class and listen to Assembly, also. Parents are requested to stand away from classes during Assembly to enable teachers to supervise the class.

Arrival Times for Children

Your child is expected to arrive at school from 8.45am to begin school at 9.00am. The children enjoy meeting with their friends and our playgrounds offer lots of opportunities for the children to run around and exercise before classes begin. Fitness activities are often held before school.

If your child arrives late to school their class teacher will record their lateness. Lateness is a common problem across schools and many hours of lost learning time add up over a year when children are consistently late. A record of lateness is noted on mid and end-of-year Student Reports.

Banking

School banking through the ANZ Bank is every Thursday for all students. Please inquire at the school office.

Book Club

Book Club is organised by parent volunteers via the Librarian, Sue Osborne. Students from Prep – Year 6 are able to purchase books for enjoyment. Ordering information is communicated via the weekly newsletter.

Buddy System

Prep children are matched with a Year 6 child. Buddies are involved in helping your child to settle happily into school and they participate together in selected activities during the year.

Canteen

We offer a 5 Star Accredited Canteen service five days a week. The school Canteen operates from Monday to Friday at recess and lunchtimes. There is an extensive range of healthy food options. Due to a number of children at the school who experience severe allergic reactions, the Canteen does not offer some food items, such as peanut butter or derivatives of peanuts. The Canteen operates under the direction of School Council and two staff are employed to manage the Canteen. The Canteen relies on voluntary assistance from parents to meet the needs of our children and your assistance on a regular basis would be welcome. The Canteen Co-managers, Bronwyn Pirrone and Leanne Sykes, take great pride in ensuring that all health and safety requirements are adhered to and that new parents to the school feel welcome. Rosters are prepared by the Canteen managers and are subject to change as required or authorised by School Council.

Casual Relief Teachers

There may be occasions when your child's teacher is absent. It is normal practice for the school to employ a Casual Relief Teacher to replace the class teacher for the period of absence. Generally, the school attempts to employ a casual relief teacher (CRT) who is well known to the children and who has a good understanding of the school's philosophy and procedures. You may hear the Prep children telling you that their teacher has "gone to teacher school"! Staff do attend professional development activities, both in and out of school hours, and Casual Relief Teachers are provided for these occasions, as well as when staff are ill. Feedback regarding the quality of CRTs is welcome.

Class Getting To Know You Evening

In 2008 each class teacher will arrange an evening for the purpose of getting to know you. The purpose is for teachers to get to know you and for parents to get to know each other, on a class by class basis, very early in the year. Invitations will be forwarded home to each class in the first week and we encourage every parent to come along and support the teachers in their efforts to build a good relationship with you. We anticipate that every class will arrange informal social event throughout the year as these events are organized by the Parent Class Friends.

Class Structures

The annual organisation of classes is based on a number of factors and constraints. Essentially, the classes are organised from year to year on the basis of the staffing schedule that forms part of the Student Resource Package (SRP). The SRP document, which details government funding for the school year, is provided by the Department of Education and Early Childhood Development (DEECD) after projected numbers are forwarded by the school. Classes are arranged in Grade structures from 2008 ie. Prep, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5 & Grade 6.

Decisions about student allocations to classes are based on many factors including age, social dynamics, ability, medical needs and gender and are made in consultation with the staff. The Principal makes the final decision regarding all staffing matters, however, consultative processes take place prior to confirmation of class placements.

Communication between Parents and Staff

It is natural to have questions about your child's routine and school processes. Teachers are not able to talk with you while they are teaching or while they are bringing their children into class. The needs of your child and the other children in the class must come first during the school day. If you have any concerns/questions about your child, please arrange to come to the school and discuss them.

If you would like to meet with your child's class teacher:

- Step 1 Ask the teacher if you can arrange a time that is suitable to you both for a meeting. This could be done before school or after school. If you are working, you may like to forward a note or leave a message at the office for the class teacher to return your call so that you can make arrangements to meet. Individual teachers are not expected to meet with parents in the evenings.

- Step 2 Inform the teacher about the nature of your inquiry. Teachers care about your child and want to know if there are any issues which may have arisen.

- Step 3 Try to focus on the positives – not the negatives! The staff welcome your feedback about the good things they are doing. No staff member is expected to be involved in *any* heated discussion. Unfortunately, emotions can sometimes boil over. Thankfully, this is rare. A positive outcome for all parties involved will occur if each party is willing to listen to the other's view and all work towards the interests of your child.

Sometimes there are matters which parents feel that they would like to discuss with the Principal. Matters may involve family, health, finance and other personal issues.

Any issues involving concerns about members of staff must be brought to the attention of the Principal.

If you would like to chat with the Principal:

- Step 1 Please contact the school office to make an appointment.

- Step 2 Inform the Principal of the nature of your concern/query. If the concern is serious it is requested that it be put in writing.

It is usual procedure for the Principal to follow up concerns over a period of days where matters, in particular relate to teachers. The Principal may make a time for a follow up meeting after facts and points of view have been gathered. The Principal will cease any meetings which become aggressive or heated until a time when all parties can meet in a calm manner. Again, these situations are rare but it is important that the school's Values of Respect and Harmony are imbedded into all processes within the school.

Contact Phone Numbers - Emergency

It is vitally important that we have at least one or two contact people, other than parents, we can phone if an emergency arises. These people must be available to come to collect your child immediately from school.

Curriculum Days 2008

Each year there are designated Curriculum Days. These days are set aside for the purpose of staff professional development and they are student free days. School Council approves student free days, usually held once per Term. On these days the teachers participate in activities related to the implementation of the School Strategic Plan and other Department of Education & Early Childhood Development initiatives. Parents are notified of these days via The Communicator, our weekly newsletter. Out of School Hours Care(OSHC) is available for parents, unless otherwise notified.

Dismissal Times for Children

Your child should be met promptly at 3.30 pm if you are collecting him/her. All children are dismissed at 2.30 pm on the last day of Term 1, 2 & 3. Term 4 dismissal time is to be advised. If it is necessary to collect your child from school at any time during the day, prior to 3.30 pm, you are required to sign the "Early Dismissal Register" at the front office prior to collecting your child. You will be handed an Early Dismissal Slip to give to your child's teacher.

Dogs

For the safety of all community members, dogs are not allowed in the school grounds, even on a leash. Parents with dogs are requested to wait for your child/ren near the main entrance of either Mackie Road or Cecil Street.

Education Maintenance Allowance (EMA)

Are you a parent or guardian of a primary school student and hold a current Centrelink Pensioner Concession or a Health Care Benefit Card or a TPI Card? Then you are eligible for EMA. Parents who are current holders of Commonwealth Health cards/Social Security cards on the first day of Term 1 and the first day of Term 3 may apply for EMA. Closing dates for applications will be advised in "The Communicator". Parents must present their card in person at the school to complete the EMA application form. The EMA is paid in two instalments. The first instalment will be paid in March and the second instalment will be paid in August. It should be noted that one half of each instalment is paid to the family and the other half is paid to the school. This financial assistance is provided to assist parents with the costs associated with the students' educational needs. EMA can be used for payment of your child's classroom materials or may be used towards the cost of swimming and/or school camp.

2008 Emergency Childcare

Emergency Childcare is intended to provide safety for your child in the event that you are unable to collect your child from school before 3:45pm. There are times when parents are running late due to work commitments, being held up in traffic, illness etc. Parents can be unaware that the school closes at the end of Term 1, 2 and 3 at 2:30pm. Sometimes there can be a mix up in communication when children are being picked up by more than one adult.

The school office makes every effort to contact parents after 3.45pm, however, office staff are not responsible for childcare. In order to protect your child's well-being and safety we are able to provide childcare through our Out of School Hours Care (OSHC). You will know that your child is safe until you arrive. The Out of School Hours Care(OSHC) operates from 3:45pm until 6:00pm Monday to Friday. We strongly urge parents who would normally collect their child from school in person, to register with OSHC in the event of an unforeseeable occasion when you may not be able to arrive by 3.45pm to collect your child.

Excursions / Incursions

Coatesville PS believes in enriching your child's education through real life experiences which relate to class work. Excursions and/or incursions are designed to stimulate and motivate learning, to help children understand the relevance of curriculum to the wider community and to develop social skills in real life settings. The majority of excursions and/or incursions are included in the Parent Funded Materials & Services charge, with the exception of certain events which are listed on the 2008 Invoice per Level. Excursions costs incorporate entrance, transport and administrative costs.

At times, teachers may call upon parents to assist with supervision on excursions and other school activities. The school reserves the right to select parents for activities when more parents have volunteered than are required. All volunteers supervising school-based activities, excursions, school camps, swimming, or coaching shall be required to undergo a Working with Children Check. Circumstances may change and again, the school reserves the right to make alternative arrangements, where deemed necessary or appropriate, to the activity. All children are expected to participate as there are many learning experiences to be gained. Notices are sent home giving details and the cost of the event. It is a legal requirement that the indemnity form must be signed by the parent before we can take your child out of the school.

The following indemnity clause is included on all excursion forms.:

'IN THE EVENT OF AN ACCIDENT OR ILLNESS I AUTHORISE THE TEACHER IN CHARGE OF THE EXCURSION TO CONSENT, WHERE IT IS IMPRACTICABLE TO COMMUNICATE WITH ME, TO THE CHILD RECEIVING SUCH MEDICAL OR SURGICAL TREATMENT AS MAY BE DEEMED NECESSARY'

If your child does not bring the signed form to school he/she is not able to be taken on the excursion. Late returns of notices may not be accepted.

Excursions - Local Walking

A local walking excursion permission form is to be filled out at the time of enrolment and at the start of each school year as your child progresses through the school. This form enables teachers to take children on local walks without a specific notice being forwarded home eg, sporting activities, picnics, awareness of local business and other services, choir performances. In general, however, teachers will provide parents with information regarding upcoming events via the Level newsletter. Some events do occur at short notice.

Expensive or Valued Items

Occasionally, children bring to school expensive or valued items from home. These can be easily damaged, lost or stolen. We advise children NOT to bring these items to school. The school will take no responsibility for these items. There must never be any request for exchange of money or goods for any items brought to school eg swap cards, toys. Parents are asked to exercise strict supervision over items their children bring to school. Students are not permitted to bring mobile phones to school unless permission from the Principal has been successfully sought by the parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone. Mobile phones that have been approved by the Principal are not permitted to be "on" at any time during the school day or on an excursion of any kind, including sporting events. Students must take full responsibility for their mobile phone which is to be kept strictly out of sight at all times.

Evacuation Plan

The school has in place a set of procedures to handle any form of disaster eg. fire, bomb threat, intruder
The major areas that children are instructed on are:

- the orderly evacuation of the school buildings or school grounds
- the location of the assembly area is on the school oval
- the need to remain calm under any circumstance

A Evacuation Plan Coordinator is appointed each year. Evacuations are conducted each Term so that the staff and children can familiarise themselves with the procedures required.

Immunisation Status Certificate

It is a requirement of school enrolment that parents provide an Immunisation Status Certificate. This certificate can be obtained from your local Council's Health Department or The Australian Childhood Immunisation Register on 1800 653 809.

Involvement In Your Child's Learning

We aim to encourage and develop a close partnership between parents, staff and the children. You are invited to participate actively in your child's primary school years. We offer a range of ways for you to be involved:

- *Art Room* Working with children in the Art room and/or assisting with displays around the school. Contact - Cam Russo
- *Canteen.* Rosters are arranged to suit parent needs.
- *Environmental Area* Offer advice, expertise or be hands-on in the Sustainable Living Centre that relates directly to the Environmental Science Program.
- *Fundraising* Fundraising is an important fact of school life. The purpose of most events is dual – one to raise funds to purchase items that we would not ordinarily be able to buy through existing government and local funds. The school tries to arrange functions which also have a social aspect so that opportunities to meet together informally can be maximized.
- *Grounds* We have large, physical environment to manage and maintain. Your support to keep our grounds beautiful and safe is greatly appreciated and needed. Watering garden beds etc daily.
- *Literacy & Mathematics Mates* If you have an interest in Literacy or Mathematics and would like to assist at ANY year level in the school contact
- *Lost Property* Parents are needed to sort and return lost property each week.
- *Music* If you have any musical talents you would like to share contact – Christine Rainford
- *Perceptual Motor Program (PMP)* Prep children need parents to set up PMP and parents to assist with PMP activity stations. Rosters are arranged to suit parent needs.
- *Parent Classroom Friends* A Parent Classroom Friends is a parent who takes on the role as the key link between the class teacher and parents within the class. Parents can nominate themselves or other parents can nominate. Parent Classroom Friends meet once a month to discuss school activities and plan events that will help strengthen and promote community life. Parent Classroom Friends are expected to support Fundraising activities by encouraging other parents to contribute to or participate in activities. Parent Classroom Friends are a "team" who work cooperatively together in a friendly environment. An Executive is formed each year to plan ahead and assist with forming the Agenda for Parent Friend meetings.
- *School Council* Elections are held yearly. School Council is made up of parent, community and teacher representatives and is the decision-making body of the school. Information about elections are sent home early in the year. A commitment to a monthly School Council meetings (3rd Monday of the month) and one Subcommittee meeting (usually 1st week of month either Monday or Tuesday) is essential. Meetings are held in the evenings.
- *School Council Subcommittees* These subcommittees "do" the work in between Council meetings. They make recommendations to School Council. No matter which area of interest in the school you may have, there will be a subcommittee which suits you! They are Finance, Grounds Maintenance, Policy & Planning, Fundraising & Promotions and Out of School Hours. Parents with backgrounds in financial management, business & public relations, health, OH&S, human resource management, trades skills and ICT.
- *Working Bee* Each Term a Working Bee is held to do a general tidy up or to target a specific area. These are

friendly occasions and the school provides a BBQ for participants as a way of thanking you for your time and effort. It is a great way to meet others, as well. If parents are unable to attend there is the option of a *voluntary* payment of \$25.00 in lieu of attendance.

Do You Have a Special Skill or Talent?

Don't be shy! We need you! The children love to have parents come to the school to assist with classes or demonstrate their skills or talents. We would love to hear from you if you are involved in entertainment, the arts, environment, marketing, advertising, learning technologies, policy development, strategic planning, finance, education, sport and trades such as carpentry, plumbing, gardening, etc. We are always seeking parents with skills in the area of IT.

Lost Property

All clothing and belongings should be clearly named. If your child has lost any belongings, please check the *Lost Property Box* located in the office foyer. In the last week of each Term, unclaimed school uniforms are forwarded to the second hand Uniform shop and other items are forwarded to local charities.

Newsletter

Coatesville PS publishes a weekly newsletter, called *The Communicator*, which is sent home with the eldest child in each family every Thursday. The *Communicator* provides information about forthcoming events, student articles, and a Principal's weekly report. Advertising is available and proceeds from sales are absorbed into the production costs associated with the publication of the newsletter. The Office Assistant, Jan Stevens coordinates the newsletter and she can be contacted at the school office from Tuesday to Thursday for any queries relating to newsletter items.

Notices Sent Home

Make a point of reading all newsletters, including class newsletters and notices. The teachers try to ensure that any notices given to the children are put into their reading satchels, so it would be a good idea to check your child's reading satchel each night so that you do not miss receiving any important information.

Out of School Hours Care (OSHC) In Partnership With Camp Australia

The Out of School Hours Program (OSHC) received formal accreditation in 2006 as a "high quality" program. This result was an outstanding achievement. School Council handed over the daily operational management to Camp Australia from Term 4 in 2007. Camp Australia appoints all the staff and undertake all the administrative duties related to the program. An OSHC subcommittee of School Council meets on a monthly basis to support the staff and to ensure that the needs of families are being catered for.

It is necessary to register your child with Camp Australia before your child can access the program. All inquiries should be directed to them. OSHC Program operates each school day from 7.00am-8.45am & 3.30pm-6.00pm. Whole day care is provided on Curriculum Days from 7.00am-6.00pm. OSHC is available from 2.30pm on the last day of each Term.

Parent Supported Materials & Services Payments (GST Free)

School Council approves payments for student materials, goods and services each year. Booklist payments include most items that students require for classroom use including pencils, pens, exercise books, scrap books, paper, rulers, computer materials, coloured paper, erasers, clag, scissors etc. Incursions, excursions, guest speakers and costs associated with these are included in the "Parent Supported Materials & Services charge for 2008. The school is able to purchase educational materials for your child at a lower cost and excluding GST, which parents would not be able to acquire in retail outlets. It is requested that parents support the school by paying these items at the commencement of the school year. Costs for swimming, camps, Snow sports and other sporting events are not included and are itemized separately. Parents may use Education Maintenance Allowance (EMA) for payments and there are payment options to accommodate family circumstances, where necessary. Please contact the Principal.

Parent Helpers - Identification

All Parent Helpers are required to "*sign in*" at the school office and wear a "Parent Helper" badge for the duration of their time in the school. All visitors to the school are required to sign in at the office, and wear a "Visitor" badge. When leaving the school parents are required to "*sign out*" in the register also.

Personal Belongings

Private property, including expensive toys or other goods brought to school by students, is not insured. Children are not encouraged to bring valuables at all. Neither the Department of Education and Early Childhood Development (DEECD) nor the school, is responsible for any loss.

Photographs

The school appoints Southern Cross Master School Portraits to take school photographs. Both individual and class photographs are taken as well as family groupings. Payment is required prior to the day. Envelopes are sent home. Photograph day is listed on the school calendar page in this booklet.

Punctuality

Good social habits should be established as soon as possible. Arrival on time for Assembly on Mondays is expected of every child. Coming to line once Assembly has commenced is not appropriate. Assembly is a formal, whole school activity and every child is expected to be on time.

Arriving on time for school is very important for a number of reasons:

- Lateness disrupts the class
- Lateness unsettles your child
- Lateness means your child is missing out on educational programs
- Lateness makes the starting of the day difficult for your child's teacher

In our experience, lateness is most often due to the parents running late rather than your child! We ask that you make every attempt to ensure that your child is punctual at all times.

Questionnaires / Surveys

From time to time the children bring home questionnaires and/or surveys to be completed by parents and returned by a specified date. Your involvement in these matters is of vital importance in helping make decisions at school and your cooperation is always appreciated. Surveys include the *Annual Student Opinion Survey*, the *Annual Parent Opinion Survey* and the staff participate in an *Annual Staff Opinion Survey*. The results of these surveys are published in the Annual Report to Parents, which is available in March each year. Each year the school receives materials from medical and educational research institutions. Where appropriate, the school does participate in such surveys or questionnaires, if we believe the research to be worthwhile and valuable in the long term. Parents are always notified for permission if there is any research being conducted that would involve their child. Student teachers may be required to do in-depth studies that may involve individual children or small group observation.

Regular Attendance

Regular attendance is vital to the building of your child's foundations for future success. Some Preps in the early months of the school year find that they get very tired, especially on very hot days. The teachers are trained to be aware of your child's needs and they will contact you if they feel that your child needs to go home at any time.

The main reason your child may be absent from school is illness or special appointments such as dentist, doctors etc. From time to time other important family events and travel take place and we understand this. Please communicate with your child's class teacher about these matters.

Religious Education in Schools in accordance with the Agreed Syllabus

The Victorian Education Act and Regulations make provision for children to receive Religious Education as a normal part of their schooling. Religious Education is taught according to the Agreed Syllabus of the Council for Christian Education in Schools by accredited, approved, trained volunteers drawn from the Anglican, Catholic, Protestant and Pentecostal Churches. Religious Education builds on Studies of Society and Environment and Health and Physical Education within the Curriculum and Standards Framework. Parents do have the right to request withdrawal for their child/ren.

Reporting to Parents

In February a "Getting To Know Your Child's Class Teacher" evening is held. This is a most important night as it sets in place a positive environment for shared communication between parents and teachers for the year.

Parent/Teacher Interviews are held in Term 1 to discuss "progress to date" on an individual basis. The focus is on parent discussion with the teacher ie. information *giving*. This is an opportunity to provide your child's class teacher with any relevant and/or important family, medical or other information which may affect your child's well-being, health, safety or self-esteem.

Formal Parent/Teacher Interviews are held mid-year. You will receive your child's Mid-Year written report prior to meeting with your child's teacher. All students will write a "self-assessment" comment about their learning and parents will have the opportunity to write a personal comment about your child's progress on the report. You will be asked to bring the report to the Parent/Teacher Interview for discussion.

Throughout the year other Parent Information Nights, Student Led Conferences and Family Curriculum Nights are provided to showcase the teaching and learning at Coatesville PS. Meetings between parents and teachers are organised by mutual consent when required.

A second written Student Report is sent home in December.

Road Safety

The school crossing is supervised in Mackie Road, however, the Cecil Street crossing is not. The school continues to lobby the City of Glen Eira Council and we urge families to do the same! Students and parents are encouraged to be safe users and cross the road at these crossings. **40kph zones** will be the speed limit in surrounding streets during designated times. Please do not break the law!

Please note:

- If your child comes to school late your child is at risk!

- Please make sure you use the crossing when bringing your child across the road.
- Never double park - it is illegal and dangerous.
- Insist that your child enters and leaves your car on the kerb side.
- Avoid making 'U' turns in the vicinity of the school.
- Do not park across gateways.
- Driving into the staff car park is strictly prohibited.
- Uphold the school community's values of respect and responsibility towards others

School Council

Coatesville Primary School Council oversees the school within the Education Act and Regulations set down by the Department of Education and Early Childhood Development (DEECD), and consists of elected parent and community members, staff members and the Principal. School Council has the authority to co-opt additional members when, and if, the need arises. The School Council, as the official management body of the school, is charged with the responsibility of developing educational policies, maintaining the facilities and grounds, overseeing financial operations and ensuring a quality education for all our students. School Council elections are held every year, when approximately one half of School Council members retire. Members are normally voted onto School Council for two years. Our School Council consists of 12 representatives. Four members are *Department of Education and Early Childhood Development* (DEECD) representatives, seven members are *Parent* representatives and one is a *Community* representative. School Council meets a minimum of eight times a year. School Council usually meets in the third week of the month.

The Coatesville Primary School Council utilises an active Subcommittee structure to ensure that designated areas of the school are being monitored and supported. Ideally, Subcommittees consist of parents and teachers, with parents making up the majority of members. Parents do not have to be a member of School Council to be a member of a Subcommittee, however, a School Council member must be present at Subcommittee meetings. All Subcommittee members must be approved by School Council. Subcommittees are also involved in planning and organising events and activities, such as fundraising, working bees. Subcommittees may make recommendations to School Council. Subcommittees meet for approximately one hour in the first week of the month. Finance Subcommittee meets for longer periods of time depending on the issues being addressed. Subcommittees of School Council are:-

Policy & Planning / Finance / Fundraising & Promotions / Grounds Maintenance / Out of School Hours

School Council may choose to set up a Working Party for a specific purpose e.g. carnivals, snowsports. These Working Parties are created within a specific time frame to undertake specific tasks that entail reporting back to School Council. Expressions of interest for parents with expertise in the necessary field are invited via the newsletter or through a mutual school contact.

School Strategic Plan

Every government school, both primary and secondary, develops a document called a *School Strategic Plan*. This document outlines the school's priorities and goals over a four-year period. These goals and priorities relate to improving the educational outcomes for all students. The progress of the school is reported each year in an Annual Report. In the fourth year of the *School Strategic Plan* a school Self-Assessment is conducted followed by a formal review by a reviewer appointed by the Department of Education and Training. Formal recommendations are made to School Council for inclusion in the next *School Strategic Plan*. A copy of the *2006-2009 School Strategic Plan* is located on the school website.

SCHOOL STUDENT DRESS CODE

School Uniform is compulsory at Coatesville PS. School Council has developed a Student Dress Code that provides choice for students allows for students to safely, engage in the many varied school activities and caters for the financial constraints of families.

All uniform items bearing the school logo should be purchased at the school Uniform Shop located in the main administration building near the school office. *Primary School Wear* is the official supplier of school uniform. It is preferred that orders are made, followed by payment and collection at the school office or the uniform shop.

- ❑ The School Uniform Dress Code must be worn at all times during school hours, while travelling to and from school, and on school excursions.
- ❑ Stud earrings and sleepers worn in the ears plus watches and medic alert bracelets are the only acceptable jewellery.
- ❑ Extreme hair colours and styles and the wearing of cosmetics are only permitted on fun or special days as specified.
- ❑ The only acceptable headwear is the Sunsmart, broad-brimmed hat (Prep-6) or wide brimmed bucket hat (Years 5-6 only) consistent with our Sunsmart policy. These hats must be worn outside in Terms 1 and 4. Hats are not to be worn inside.
- ❑ Teachers may supervise children applying their own sunscreen, however, teachers do not apply the sunscreen to any child for legal reasons. Use of sunscreen on exposed areas of skin is highly encouraged and it is recommended that children apply the sunscreen prior to coming to school. For health reasons, children must not share their sunscreen with other children.
- ❑ Students deemed to be at risk from sun exposure will be directed under shelter or into the shade.
- ❑ Shoes and socks or closed toe sandals must be worn at all times whilst outdoors. Thongs are not permitted.
- ❑ School Council will operate a good quality new and second hand uniform store.
- ❑ The Student Dress Code, including details of uniform items, time and places of purchase and costs will be published in the newsletter, *The Communicator*, at the start of each year and will be available as a brochure for distribution as required.
- ❑ All items must be clearly labelled with a full name eg. Mary Smith.
- ❑ School Council requires the Principal, in consultation with the staff, be responsible for implementation of the Student Dress Code in a manner consistent with the Student Code of Conduct.
- ❑ Arrangements can be made to supply uniforms via State Schools' Relief for families experiencing economic hardship. Contact the Principal.
- ❑ Parents seeking exemptions to the School Uniform Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship should apply in writing, or arrange to meet with the Principal.

The Coatesville Primary School uniform items can be purchased at the Uniform Shop and may be worn in a range of combinations, unless otherwise specified:

Dress	Pants	Tops
Blue/white gingham dress	Navy shorts	Pale blue polo shirt - short sleeved (school logo)
	Navy culottes	Pale blue polo shirt - long sleeved (school logo)
	Navy bootleg pants*	Pale blue skivvy - long sleeved
	Maroon tracksuit pants*	Maroon windcheater (school logo)
	Navy tracksuit pants*	Maroon bomber jacket (school logo)
	Navy gabardine trousers*	Maroon fleece vest

**Please note no stripes or commercial logos on pants. Pants must be plain.*

- Year 6 students (only) design and wear a navy hooded jumper.

Hats

Sun-smart broad brimmed hat (school logo) (Summer)
 Bucket hat (school logo) (Year 5 & 6 only)
 Maroon or navy woollen beanie (Winter)

Bags

School Bag (school logo)

Reading Satchel

For daily use to take home and return Library books, notices, newsletters

Sponsorship

The school is always looking for ways to enhance student learning and sponsorship is a valuable way of achieving some goals which may otherwise be out of the school's ability to reach. If you are aware of any businesses or organisations that may be worth approaching, please contact the Principal.

Sports' House System

The school Sports' House System is:

Gould – Yellow

Mackie – Red

Coates – Green

Marriot - Blue

Staff Identification

All staff, both teaching and non-teaching, are required to wear an ID badge at all times on the school premises. Casual Relief Teachers wear a Casual Relief Teacher ID badge also.

Staff Car Park

The staff car park is strictly out of bounds to parents from 8.00am – 4.00pm daily. Please strictly observe the signs.

Staff Meetings

Staff meetings are held regularly. Teachers are required to be punctual to all staff meetings and may not be able to chat with parents when meetings are scheduled.

Tissues

Parents are requested to provide one box of tissues per term for your child's class.

Transfers

Parents wishing to transfer their child to another school are requested to notify the Principal, in writing. The school will arrange the necessary transfer procedures and forward information to the new school. Parents are requested to ensure that all school library books and other materials such as musical instruments are returned to the school prior to departure or reimbursement costs will be required for lost items or items not returned.

Transport

Bicycles

A bike shed is located at the Cecil Street entrance for the storage of bicycles and scooters. Parents must ensure that your child understands the responsibilities required when riding a bike or scooter. All children must wear a helmet. Once your child has reached the school entrance, he/she must *walk* through the school grounds to the bike shed. Children must not ride or walk through the staff car park at any time.

Roller Blades, Skateboards

Roller blades and skateboards **are not permitted** at any time in the school grounds. Students are not permitted to use skateboards or roller blades as a means of transport to and from school.

Seat Belted Buses

It is school policy that children attend all excursions and sporting events in seat-belted buses. This adds extra cost to excursions as there is a significant difference between the cost of a seat belted bus and a non-seat belted bus. There is no price high enough to protect your child's safety. School Council formally ratified the use of seat belted buses in 2002.

Walking To School

Walking to school is the safest and healthiest way to come to and from school, especially if you live nearby.

Vandalism

Vandalism, particularly graffiti, is extremely costly to any school. Parents are asked to phone 000 to report any sightings of vandals or people acting in a suspicious manner. Spring/Summer months are especially high risk times. Contrary to popular belief, schools are not public places. Unauthorised use of the premises is not permitted and trespassers will be prosecuted.

Wet / Hot Days

Every room in the school has air-conditioning and heating units. There is no early dismissal policy for any government school on hot days. Please ensure your child is dressed suitably for all weather conditions.

Visitors

All visitors to Coatesville Primary School must report to the school office and register their name, time of arrival and be issued with a "Visitor" badge. Upon leaving the school, visitors are required to return the badge and "sign out" in the Sign In/Out Register located at the school office.

CURRICULUM

At Coatesville PS the teachers plan in teams to cater for the needs of the whole child, inclusive of their academic, social, emotional, physical and creative development. We view learning as an active and reciprocal partnership between students, parents and staff. We provide a stimulating, futures oriented curriculum that fosters student self-esteem and self-discipline, with priorities focussing upon the development of Literacy and Numeracy skills. We provide a challenging curriculum for all students to assist them in striving to achieve their personal best. We cater for individual abilities and learning styles through the provision of small class sizes, Individual Learning Plans where identified as appropriate, gifted/enrichment programs, early intervention programs such as Reading Recovery and Mathematics Intervention. are developed for students with specific learning needs, where deemed necessary.

The *Victorian Essential Learning Standards* guide teaching and learning practice at Coatesville PS. Through professional development and personal study the staff maintain a high degree of knowledge regarding current educational trends, both nationally and internationally. Curriculum planning by teachers is designed to incorporate teaching and learning practices which will equip our students to adapt to an ever-changing and technologically advanced society. School Policies are regularly updated and available on our website.

We value education as a life-long learning process. We expect staff to model and students to work towards being:-

Responsible and active citizens	Community builders	Team workers	Problem solvers
Complex and creative thinkers	Intellectual risk takers	Decision makers	Independent of mind
Persevering and self-regulating	Reflective and self evaluating	Flexible and adaptable	

Knowing not only what to learn but more importantly how to learn

Victorian Essential Learning Standards.

The *Victorian Essential Learning Standards* are based upon the principle of three stages of learning

Years Prep to 4 – Laying the foundations

Years 5 to 8 – Building breadth and depth

Years 9 to 10 – Developing pathways

We are committed to the notion of **powerful learning** and support the **Victorian Essential Learning Standards** as the way to deepen student understandings about the complex world in which they live.

What promotes powerful learning?

The Victorian Curriculum & Assessment Authority has developed the **Principles of Learning and Teaching**.

They are:-

1. The learning environment is supportive and productive.
2. The learning environment promotes independence, interdependence and self-motivation.
3. Students' needs, backgrounds, perspectives and interests are reflected in the learning program.
4. Students are challenged and supported to develop deep levels of thinking and application.
5. Assessment practices are an integral part of teaching and learning.
6. Learning connects strongly with communities and practice beyond the classroom.

How do we know if it has been learnt? Assessment

Assessment is the process of gathering and interpreting evidence of learning to make informed inferences and decisions about how well students are progressing.

- ❖ **Assessment for learning** occurs when teachers use inferences about student progress to inform their teaching.
- ❖ **Assessment as learning** occurs when students reflect on and monitor their progress to inform their future learning goals.
- ❖ **Assessment of learning** occurs when teachers use evidence of student learning to make judgements on student achievement against goals and standards.

VICTORIAN ESSENTIAL LEARNING STANDARDS (VELS)

Strands	Domains	Dimensions
<i>Physical, Personal & Social Learning</i>	Health & Physical Education	Movement and physical activity Health knowledge and promotion
	Interpersonal Development	Building social relationships Working in teams
	Personal Learning	The individual learner Managing personal learning
	Civics & Citizenship	Civic knowledge and understanding Community engagement
<i>Discipline-based Learning</i>	The Arts	Creating and making Exploring and responding
	English	Reading Writing Speaking and listening
	Humanities (Economics)	Economic knowledge and understanding Economic reasoning and interpretation
	Humanities (Geography)	Geographical knowledge and understanding Geospatial skills
	Humanities (History)	Historical knowledge and understanding Historical reasoning and interpretation
	Languages Other Than English (LOTE)	Communicating in a LOTE Intercultural knowledge and language awareness
	Mathematics	Number Space Measurement, chance and data Structure Working mathematically
	Science	Science knowledge and understanding Science at work
<i>Interdisciplinary Learning</i>	Communication	Listening, viewing and responding Presenting
	Design, Creativity & Technology	Investigating and designing Producing Analysing and evaluating
	Information & Communications Technology (ICT)	ICT for visualising thinking ICT for creating ICT for communicating
	Thinking	Reasoning, processing and inquiry Creativity Reflection, evaluation and metacognition

CO-CURRICULA PROGRAMS

A wide range of co-curricula programs are offered at Coatesville PS. These programs complement the core teaching areas and add value to overall curriculum provision.

- Camping and Outdoor Education Programs
- Chess Club
- Choir - Senior and Junior
- Dance Club
- Drama Club
- English As A Second Language Program & New Arrivals Program
- Instrumental Music
- Interschool Sports Program
- Life Skills Program
- Literacy Intervention
- Numeracy Intervention
- Reading Recovery (Grade 1 students only)
- Snow Sports Program
- Student Leadership Program
- "Wise Ones" gifted & talented program

HOMEWORK

Homework at Coatesville PS develops time-management skills, assist the consolidation of class programs and extend understandings of concepts presented to students.

Guidelines

- Teachers will inform parents at the beginning of the year of their grade's Homework program and keep parents up to date throughout the year.
- Teachers setting homework activities will discuss the content of the task with the students and specify in writing, if possible, when the task is to be completed and handed in. Homework given will be reviewed regularly by the class teacher.
- Reading should be a pleasurable and daily activity, and students should read privately or be read to by adults daily.
- Parents are encouraged to show a positive attitude to Homework. Parents may assist in tasks by discussing the activity, suggesting ideas or helping to collect necessary information. Students are encouraged to take responsibility for planning and completing their own Homework. We are not assessing your children on your work!!
- Students are encouraged to manage their commitments outside school hours and to plan appropriate times to complete Homework. The school recognises the value of leisure time, sporting and group activities outside of school, therefore Homework may not be set every night of the week. Should difficulties arise, alternative arrangements may be discussed with the teacher concerned.
- It is recognised that what may take one child 30 minutes to complete, may take another child three to four times as long. The parent, in consultation with the child, should set a reasonable time limit once your child takes longer than the recommended time in any one night.
- It is recommended that a parent signs Homework before it is returned on the due date.
- Homework is expected to be corrected and signed by the teacher. As children move into higher Levels, homework may be corrected, as a whole class, however, teachers are expected to "sight" homework and sign it.

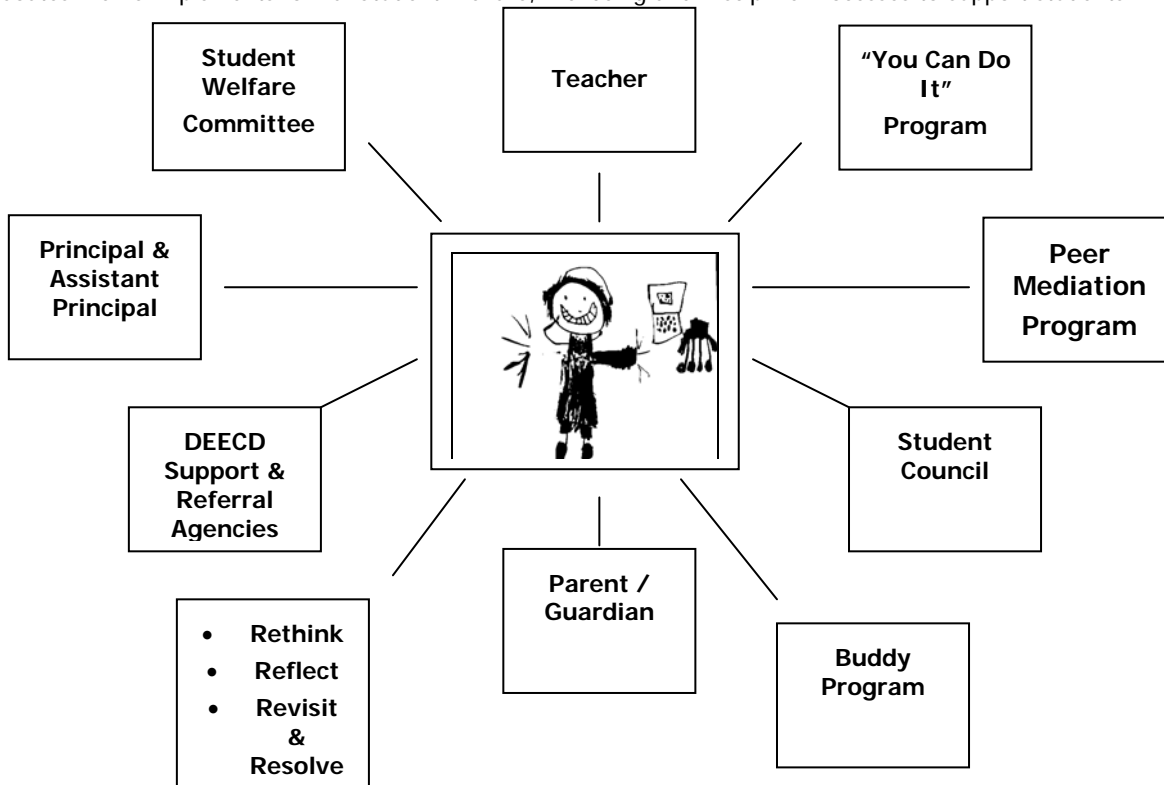
STUDENT DISCIPLINE & WELFARE

Coatesville Primary School aims to provide a safe, secure and harmonious learning environment that reinforces and develops attitudes of tolerance, cooperation, responsibility, self discipline, resilience and mutual respect. We strive to maintain a happy and caring environment that maximises learning outcomes and develops skills that enable each child to cooperate within and contribute to society. We affirm the acceptance of all members of the school community regardless of race, age, gender, disability or impairment, socio-economic status, political and religious beliefs. In order to implement and monitor the *Student Code of Conduct*, a Student Support Program operates across the whole school. Student Welfare Coordinators are appointed each year. Staff has a responsibility to inform the Principal of any significant or serious welfare matter. Teachers have a mandated responsibility to report any suspected cases of child abuse to the Department of Human Services; most often, this is done through the Principal. Each student needs to be aware of his or her own behaviour patterns and how to modify or correct them. Parents are expected to support the whole school expectations and consequences of student behaviour.

Whole School Values	This Means
Achievement	Striving to do our best, reaching our goals and celebrating our successes
Cooperation	Acknowledging and valuing individual differences and actively contributing towards a safe and caring environment.
Harmony	Taking ownership of our behaviour and actions and setting a positive example to others.
Respect	Working together, communicating effectively and supporting each other in a positive manner.
Responsibility	Maintaining integrity by being honest and courteous at all times and acknowledging the rights and beliefs of others.

STUDENT WELFARE, WELLBEING & DISCIPLINE PROCESSES

Coatesville PS implements formal Student Welfare, Wellbeing and Discipline Processes to support students.



Whole School Values

Achievement

Cooperation

Harmony

Respect

Responsibility

At the beginning of each year students are introduced or they revisit the Whole School Values and are actively involved in the development of a set of expected behaviours for their Level.

We teach the "**You Can Do It**" Program, which incorporates five keys to personal, life-long success,

Organisation – Resilience - Getting Along - Confidence - Persistence

to promote a range of strategies for students to resolve issues, problem-solve and take responsibility for their own actions.

Consequences for breaches of Student Code of Conduct

Step 1: Name on board – non-verbal

Step 2: △ = 10 minutes - **Re-think** Time (in class)

Step 3: △ △ = 15 minutes - **Reflect** Activity (another class within Level)

Step 4: △ △ △ =Lunchtime – **Revisit and Resolve** Meeting with Principal or delegate

- 10 mins for Level 1 (Terms 3 & 4)
- 15 mins for Level 2
- 30 mins for Level 3 & 4

Automatic **Revisit & Resolve** Meetings are given for serious breaches of expected behaviour.

A maximum of three **Revisit & Resolve Meetings** is given to any child in one school year.

Further formal **Student Support Action Plans** are developed in consultation with the student, parent/s and the Principal or Assistant Principal following three **Revisit and Resolve** Meetings.

Communication Strategies

Getting to Know Your Class Meeting in Term 1

Monday Whole School Assemblies

Personal appointment to meet with a teacher

Parent (Class) Friends

Informal chats

Parent Information Book;

Weekly Newsletter – *The Communicator*

Class Newsletters

Information Evenings

Family Curriculum nights;

Parent/Teacher Interviews

Communication Book

Student Diary

Formal Student Support Meeting

Social Events

School Council

Subcommittee of School Council

Surveys

PS – The school is always open to new ideas and suggestions about how to communicate more efficiently and effectively.

HEALTH OF YOUR CHILD

Health and well-being of your child is a priority at Coatesville PS. It is vital that parents inform the school of ANY health issue which may affect your child at school. It is imperative that the school is kept up-to-date with any life threatening illness or condition eg, anaphylaxis. All staff, both teaching and non teaching, are trained in Asthma management and EpiPen use on an annual basis. Most non-teaching staff are trained in First Aid and there is a teacher at every Level in the school trained in First Aid. There are always teaching and non teaching staff trained in First Aid in attendance at every school camp and excursion.

Peanuts or derivatives of peanuts are not sold in the school canteen. Teachers organise their classrooms to accommodate the needs of students with allergies when children are eating in their classes. Parents can assist by communicating regularly with your child's teachers, including the class teacher as well as specialist teachers, where necessary. A list of students with severe medical conditions is publicised on the staffroom noticeboard in the staffroom for staff information. Parents who enter the staffroom are expected to maintain confidentiality and not discuss information seen in the staffroom without permission.

Asthma Management

The whole staff are regularly updated with information regarding Asthma. If your child suffers from Asthma, please notify the Office Manager, Martina Derks, who coordinates First Aid. Your child's Asthma Management Plan should be provided to the school. A register is maintained of all children with Asthma. Children are required to have their reliever medication at school at all times. Medication is kept at the school office, unless otherwise directed. School information required includes:

- Name
- Normal maintenance medical program
- Medication to be used when symptoms develop
- Medication to be used in a crisis
- Name, address and telephone number/s of emergency contacts
- Name, address and telephone number of child's doctor
- Medicare number
- Health Care card number (if applicable)
- Ambulance membership number

It is important that parents inform the school immediately of any change of address, or work or phone numbers.

Headlice

Headlice is not a disease! Headlice is a common problem in all schools and childcare centres. Parents are asked to contact the school if you detect headlice. Your child will be required to be excluded from school until all lice and their eggs have been removed. A brochure to assist with the management of headlice produced by Human Services – Public Health Division is available at the school office or local chemist.

Website — <http://www.dhs.vic.gov.au/phd/headlice/index.htm>

Illness at school

Children who are ill are best cared for at home. In the interests of the health of staff and children, do not send your child to school if he/she is unwell or has been unwell overnight. Parents will be notified to collect their child immediately if any symptoms such as the following are apparent:

- Above normal temperature.
- Discharge from eyes or ears.
- Stomach pains, vomiting or diarrhoea.
- Difficulty in breathing
- Severe headache or earache.
- Head injury
- Severe asthma attack

Please note:

It is important that parents inform the school immediately of any change of address, or work or phone numbers.

Medical Disability

Please inform the Principal if your child suffers from any serious impairment, disability, medical condition or any other condition that is relevant to your child's health and well-being at school. Please read the Privacy Act information in the Appendix.

Medication

Should your child require medication at school, and you are unable to personally administer the dosage, please notify both the office and complete a *Medication Request Form* .

Sick Bay

The school will contact you by telephone should your child become ill while at school. It is school procedure to monitor a child for 15 –20 minutes in the sick bay and then be sent home if symptoms persist.

APPENDICES

COATESVILLE PRIMARY SCHOOL PRIVACY NOTICE

The confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Coatesville PS can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Coatesville PS and the Department of Education & Training are required by law to protect the information provided by this enrolment form. Health information is asked for so that staff at Coatesville PS can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Coatesville PS depends on you to provide all relevant health information because withholding some health information may put your child's health at risk.

Coatesville PS requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Coatesville Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Louise Pearce, if you would like to discuss, in strict confidence, any matters relating to family arrangement.

Emergency Contacts

These are people that Coatesville Primary School may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Coatesville Primary School

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Coatesville Primary School receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Religious Affiliation

If you want your child to receive religious instruction while at Coatesville Primary School please complete this section. The Department of Education & Training needs to know what type of religious instruction is sought so the Department can, where possible, provide appropriate religious instruction at Coatesville Primary School.

Immunisation Status

This assists Coatesville Primary School in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

Visa Status

This information is required to enable Coatesville Primary School to process your child's enrolment.

Updating Your Child's Records

Please let Coatesville Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Coatesville Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

Access To Your Child's Record Held At School

In most circumstances you can access your child's records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request. We will advise you if this is required and tell you how you can do this. If you have any concerns about the confidentiality of this information please contact the Principal. The Department can also provide you with more detailed information about privacy policies that govern the collection and use of information requested on this form. Please call the Department's Privacy Manager on (03) 9637 3601.