



1539 Scarsdale-Pitfield Road
CAPE CLEAR VIC 3351

Principal: Lachlan Day

Parent Handbook



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(03) 5342 2252

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School Profile

The staff at Cape Clear Primary School will empower all students to embrace learning, achieve their personal best and build their emotional, social and physical wellbeing.

Cape Clear Primary School will provide an inclusive and caring learning environment that engages all students and challenges them to grow academically, socially, emotionally, physically and creatively to their full potential. Students will be encouraged to develop a social conscience which enables them to contribute to their family, school and the wider community.

Cape Clear Primary School will continue to recognise the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We will continue to build on the commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children to celebrate their learning.

In order to deliver our core purpose our school will:

- Demonstrate exemplary teaching and learning.
- Encourage and support innovation and reflection.
- Build strong partnerships between school, home and the wider community.
- See each member of our community as an individual.
- Recognise and celebrate effort and achievements.

Staff

Principal

Lachlan Day

Teaching Staff

Gayle Munson

Lachlan Day

Laura Vear

Tony Dillon

Trish Mellusco

Business Manager

Peta Byrne

Administration

Janet Newitt

Education Support

Janet Newitt

Jeff Gilbert

Jessica Williams

School Chaplin

Julie McDowell

ICT Technician

Shakthi Muthukuda

Grounds & Maintenance

Jeff Gilbert

First Aid Coordinator

Jessica Williams

School Values

We will continue to promote our core values of Confidence, Respect, Responsibility and Commitment with students daily and strive as a community to live by these values in our everyday lives.

- We demonstrate **confidence** by believing that every individual has the ability to succeed.
- We demonstrate **respect** by treating ourselves, others, and the environment, with kindness and consideration whilst acknowledging diversity and the rights of others.
- We demonstrate **responsibility** by taking ownership and accepting the impact of our behaviour and actions to ensure that we are contributing in a positive way.
- We demonstrate **commitment** by engaging in lifelong learning and pursuing individual growth.

Enrolment

Children who turn 5 years of age by April 30 are entitled to enrol at Cape Clear Primary School. Before your child's enrolment can be completed, a copy of their birth certificate and certificate of immunisation needs to be provided. This information will be held in their student file.

FAMILY DETAILS

Please ensure that you notify the school immediately should your personal/family details change so that our files can remain accurate in the case of emergency.

School Communication

Assemblies

Our Grade 6 leaders conduct our whole school assembly's on Friday afternoon in the Junior Classroom, beginning at 2.45pm and finishing at 3pm. Parents are invited and encouraged to attend assembly. As part of the public speaking program, we encourage presentations from students about their learning, accomplishments and experiences. Parents are always welcome to attend.

Newsletter

The newsletter is published every second Friday. Please ensure that you read this as it includes many important dates. If you wish to have a copy of the newsletter emailed to you, please speak to Janet.

Student Reports

Written reports will be issues in June and December, with interviews also being held around this time. Teachers may also call parents in for an interview if there is a concern regarding their child's academic or social behaviour.

Chaplaincy Program

The National School Chaplaincy Program (NSCP) assists schools and their communities to support the wellbeing of their students and can include care and guidance around ethics, values, relationships, social skills; practical classroom support; the implementation of preventative and proactive programs; referral to and connection with government and community support services; and the provision of pastoral care. The key tasks of a chaplain will vary depending on the needs of the school. Chaplaincy also provides a constant presence and ongoing care for all those within the school community.

At Cape Clear Primary School, the chaplaincy program is provided by ACCESS Ministries, and their main role within Cape Clear Primary School is to:

- General and practical classroom support, assisting with maths, reading and writing.
- Planning, preparation and delivery of social skills sessions in line with the identified needs of students.
- One-on-one sessions with individual students to support their distinct and specific needs; and provide an opportunity for students to talk through any issues.
- Off-site visits to families/parents/care-givers in their homes to offer extended support.
- Assisting with the breakfast and food program within the school.

Written consent will be obtained from parents/guardians prior to the provision of chaplaincy services.

Uniform

Students are to attend school in full school uniforms. Hooded jackets, polo shirts, hats and school bags are available in all sizes from the office. Clothing underneath school uniform must not be visible. Any student with hair longer than shoulder length must have it tied up. Students who are not dressed appropriately in their school uniform are to provide a written note to the office.

Please ensure that all uniform is clearly named.

Uniform Requirements	
Summer (Terms 1 & 4)	Navy blue shorts/skirts Cape Clear Primary School Hooded Jacket Cape Clear Primary School Polo Shirt Cape Clear Primary School Hat Runners
Winter (Terms 2 & 3)	Navy pants/tracksuit Cape Clear Primary School Hooded Jacket Cape Clear Primary School Polo Shirt Runners

First Aid

Please inform the school is notified (and has a copy of the relevant management plans where necessary) of any physical defects in sight, hearing, etc or conditions such as diabetes, epilepsy, anaphylaxis or asthma, so that adequate safeguards may be taken to ensure the protection of your child's health. Advice of any temporary disabilities (such as brakes) would also be appreciated. All children are to participate in sport and physical education unless specifically excused.

Emergencies

Unless families are Ambulance subscribers, or hold a current Health Care Card, parents will be responsible for the cost of Ambulance transportation.

HEAD LICE

Please inspect your child's hair frequently and inform the school if head lice is detected. If found, child/ren are to stay home until the day after treatment has commenced.

Medication

Parents are encouraged to administer medication to their child prior to arriving at school; however, sometimes medication will need to be administered during school hours. When this is necessary, it is essential that a Medication Authority Form is filled out for each medication that needs to be administered by the school. This form must be completed by the student's medical/health practitioner.

Medication must be supplied in its original packaging with the appropriate syringe (if applicable). If a 1/2 dose of tablets is required, please ensure that these are pre-cut to ensure that your child is receiving the correct dosage.

Infectious Diseases

It is likely that at some point during your child's schooling s/he will come into contact with one of the following ailments. Diseases in **bold** require the Department of Education and Training to be notified immediately.

Disease	Children not to attend school...
Chicken Pox	Until fully recovered or at least one week after the first eruption occurs.
Conjunctivitis	Until discharge from eye(s) has ceased.
Coronavirus	Until fully recovered.
Diarrhoea	Until there has been no loose bowel motions for 24 hours.
Hand, Foot & Mouth Disease	Until all blisters have dried.
Impetigo	Until appropriate treatment is being applied and that sores on exposed surfaces such as scalp, hands and legs are properly covered with occlusive dressing.
Influenza	Until fully recovered.
Measles	For at least five days from the appearance of the rash or until a medical certificate of recovery is produced.
Mumps	Until fully recovered.
Pertussis	Until two weeks after the onset of illness. A medical certificate of recovery must be provided.
Ringworm	Until treatment has commenced.

Disease	Children not to attend school...
Rubella	Until fully recovered (must be at least five days from the onset of the rash).
Streptococcal Infections (including Scarlet Fever)	Until a medical certificate of recovery is produced.
Viral Hepatitis	Until a medical certificate of recovery is produced, or on subsidence of symptoms but not before seven days after onset of jaundice.

Student Behaviour

School should be a happy, secure and rewarding place for all members of its community: students; staff; and parents. As such, Cape Clear Primary School has high expectations of all students. The school's approach to behaviour is developed around the school values (Responsibility, Respect, Confidence and Commitment) and a code of conduct. These are explicitly taught and developed with students to ensure of understanding and student voice.

Our Code of Conduct emphasises that:

- We show respect to those around us
- Our plants and gardens need to be cared for
- Directions given by adults need to be followed
- Offensive language is not acceptable

For safety, children must not:

- run around the corners of buildings or inside buildings
- play in the toilets
- throw/kick anything but balls in unsuitable areas
- ride bicycles in the school ground
- bring dangerous items to school
- play with sticks or other pointed objects
- climb on trees, fences, or buildings

Students are not to bring mobile phones to school; however, if they do it must be switched off and handed into the office where it will be securely stored. The school does not accept responsibility for lost or damaged student mobile phones.

All families will be provided with a Student Code of Conduct Policy at the beginning of each year.

Attendance

Regular attendance at school is essential to allow students to maximise their learning opportunities. Students are welcome to arrive from 8.30am as a staff member will be available to supervise. Below are the session times for 2020.

9.00am – 11am	Session 1
11am – 11.30am	Recess
11.30am – 1pm	Session 2
1pm – 1.30pm	Lunch
1.30pm – 3pm	Session 3

In the instance that your child is absent, parents are required to contact the school via text message on 0448453697 detailing why their child will not be in attendance.

Children may be collected by parents for appointments; however, it would be appreciated if the classroom teacher was made aware in advance so that your student ready for collection. Students will need to be signed out at the office.

Class Structure

Cape Clear Primary School operates as a multi-age class that will split into learning groups depending on the learning focus. It is the expectation that in these classes the needs of every student will be expertly catered for. In 2020, students will be separated into the following groups:

- Literacy: F-2, 3-4, 5-6
- Mathematics: F-3, 4-6
- Specialists: F-3, 4-6

HOMEWORK

It is expected that all students read for approximately 30 minutes each night, complete family maths activities, and utilise Raz Reading and Mathletics. A policy regarding homework and expectations is available electronically.

Food

Fruit Break

As part of our health and physical education program, each student is encouraged to bring a piece of fruit to school which they will eat during fruit break. To ensure that your child is able to eat all of their fruit during the allocated time, please send it already cut.

Kiwi fruit is not to be consumed whilst at school.

Lunch Orders

Lunch orders are available on Thursday's. At the beginning of the year menus will be provided to families. **The child's order is to be written on an envelope with the correct money enclosed and handed to a Cape Clear Primary staff member no later than Wednesday morning.**

Nuts

Cape Clear Primary School is a nut free school, and as such, no foods containing nut products (including peanut butter and Nutella) are to be consumed whilst at school.

Specialist Timetables

Foundation & Grade 1 Timetable		
	Semester 1	Semester 2
Monday	History	Geography
Tuesday	Physical Education	Physical Education
Wednesday	Science	Science
Thursday	MARC Van Visual Arts	MARC Van Performing Arts
Friday	Clubs	Clubs

Grade 2 - 6 Timetable		
	Semester 1	Semester 2
Monday	Japanese History	Japanese Geography
Tuesday	Physical Education	Physical Education
Wednesday	Science	Science
Thursday	MARC Van Visual Arts	MARC Van Performing Arts
Friday	Clubs	Clubs

Please ensure that your child is sent to school with appropriate attire (art smock, runners, etc), so that they can participate in their specialist activities.

* Participation in Clubs is based on student behaviour.

Extra-curricular

Throughout the year, students are presented with a number of opportunities to engage in extra-curricular activities including:

- Specialist music programs
- District sports and athletics
- Incursions, excursions and camps
- Visiting education programs such as Life Ed.
- Participating in sporting events and clinics such as Swim 'N Gym, golf, and hockey
- Reward/treat days
- Attendance at student conferences/workshops such as School Leaders Conference
- Bike Education
- End of Year Concert

Parent Helpers

Cape Clear Primary School welcomes the involvement of parents at all school activities. Participation by parents makes it possible to greatly increase the range of exciting and worthwhile things we do at school. It is a legal requirement that parent helpers have a Working With Children Check. Details of this process are available via the school office.

When helping with excursions, camps and activities around the school we exercise a duty of care over other people's children. We do not expect parent helpers to be given responsibility for more than a few children at a time and this would be in a situation where other parents and teachers are nearby. It is, however, a big responsibility to look after other people's children. Different people have different approaches to parenting so it is wise to be cautious and conservative in exercising this responsibility.

We expect parent helpers to make the children's safety their highest priority:

- keep all children in view at all times
- keep your group together by not allowing children to go and explore
- avoid any activity where children could sustain injuries or be in danger
- stay within sight and calling distance of another adult.

If a child is hurt, or collapses, do not move the child. If possible remove the source of danger. Stay with the child and have another adult fetch help. Other children in your care should sit down or engage in quiet activity which does not tax your attention.

School Council

The School Council plays a very important role within the school. Its main responsibilities include:

- determining the educational policy of the school
- encouraging total school community and wider community involvement in the determination of curriculum objectives, the use of resources available to the school and in broad organisational policies
- review and evaluation of the school's aims, values and general principles
- short and long term planning to provide a basis for budgeting, building, curriculum and resources planning
- financial management of resources
- responsibility for minor works to buildings and grounds

All parents and community members are eligible to join the Council and the various committees. **Meetings are held on the first Monday of each month at 3.15pm in the staffroom.**

2020 SCHOOL COUNCILLORS

President

Tanya Sloan

Parent Members

Evelyn Cannon

Liz Curley

Patty Sandwith

DET Members

Lachlan Day

Trish Mellusco