

Parent Handbook



"Every child is a different kind of flower, and all together, make this world a beautiful garden"

- Dr. Suess



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Cape Clear Primary School is a small rural primary school located in the town of Cape Clear, approximately 40km south west of Ballarat.

The school is set in spacious and well maintained grounds which is surrounded by lush green trees and is neighboured by farm land. This beautiful environment provides a number of spaces for the students to explore.



 facebook.com/capeclearps

 capeclearps.vic.edu.au



Welcome!

It is my pleasure to welcome you to Cape Clear Primary School, where it is my privilege to be the principal of such a wonderful rural school.

Cape Clear Primary School is an inclusive school, offering quality learning opportunities in an engaging learning environment where we aim to achieve the best possible outcomes in student learning. Our school provides a learning environment where children can have fun, progress in their learning and develop their creativity and curiosity. We offer a school setting where our children feel cared for and valued.

We aim to provide a nurturing and challenging environment that promotes enthusiasm for learning and prepares students to become reflective and valued members of society. We believe in supporting the growth of the whole child and this is supported by our four school values which we walk and talk in our school community – Respect, Confidence, Commitment and Responsibility.

At Cape Clear Primary School the students participate in many specialist programs that are supported with professional teachers and facilities for The Arts, Physical Education and Languages Other Than English (Japanese). Furthermore, the students have access to an exciting array of extra- and intra-curriculum programs that enhance personal and academic achievement within the school, and also in partnership with other small schools including Linton, Napoleons, Rokewood, Beac, Derrinallum and Woody Yaloak Primary Schools.

I invite you to explore our website to become familiar with the school's many exciting opportunities, and to call our school for any further information.

Lachlan Day
Principal



"A GREAT COUNTRY SCHOOL"

Cape Clear Primary School

Cape Clear is a small rural town situated approximately 33km south-west of Ballarat, and is believed to be named after Cape Clear in Ireland, where the local miners had emigrated from. At the peak of the 19th century gold rush, the Cape Clear town was swamping with 25,000 people.

On the 1st of June 1865, the Common School '792: Cape Clear' was opened with Mr. D'Altera as the head teacher. This school operated for approximately 10 years before it was closed and replaced by the 'State School: 1484: Cape Clear' which was erected next to the Lalla Rhookh Hotel in Illabarook on the 1st of January 1975.

Today, Cape Clear Primary School has an enrolment of 24 students. The school buildings and classrooms are in good condition, well maintained and provide plenty of space for student learning. A small learning community means that students are provided with a high level of individual attention and individual learning needs can be closely monitored and well catered for.

All students in the school have Individual Education Plan's with specific SMART Goals for Literacy, Numeracy and Personal and Interpersonal Learning.

The school relies upon active parent representation on school council from six families and two staff members. As well as this formal association, the school has a good level of parent cooperation and involvement in afternoon clubs, Parent Helpers in the Literacy Block, working bees, fundraising initiatives, community Christmas Concerts, annual whole school camps and regular sporting endeavours. Staff, students and parents at the school are close-knit and supportive and this is reflected in the opinion surveys.

Our Aim

At Cape Clear Primary School we aim to provide the best possible education for every single one of our students by providing opportunities for our students, including:

- Core skills in Literacy and Numeracy skills (our core focus)
- Developing strong '21st Century Skills' – Creativity, Collaboration, Communication and Critical thinking skills
- Expertise in the use of ICT (integrated in all curriculum areas)
- Providing a vibrant specialists Curriculum including Design Technology, Food Technology, LOTE (LOTE), Visual Art, Performing Art, Science and Physical Education.
- A strong focus on social and emotional intelligences defined in the delivery of the Respectful Relationships Program.

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



Lachlan Day

Principal, 5/6 & Japanese Teacher



Laura Vear

F-3 Teacher, ICT & Numeracy Leader



Patricia Mellusco

3&4 Teacher & Science Leader



Anthony Dillon

Physical Education & Art Teacher



Gayle Munson

MARC Van Teacher



Janet Newitt

Administration



Peta Byrne

Business Manager



Jeffrey Gillbert

Grounds/Maintenance & Education Support First Aid Coordinator & Education Support



Jessica Williams



Julie McDowell

Chaplain

Shakthi Muthukuda

IT Technician



School Values

We will continue to promote our core values of Confidence, Respect, Responsibility and Commitment with students daily.

- 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.



As a community, we strive to live by these values in our everyday lives.

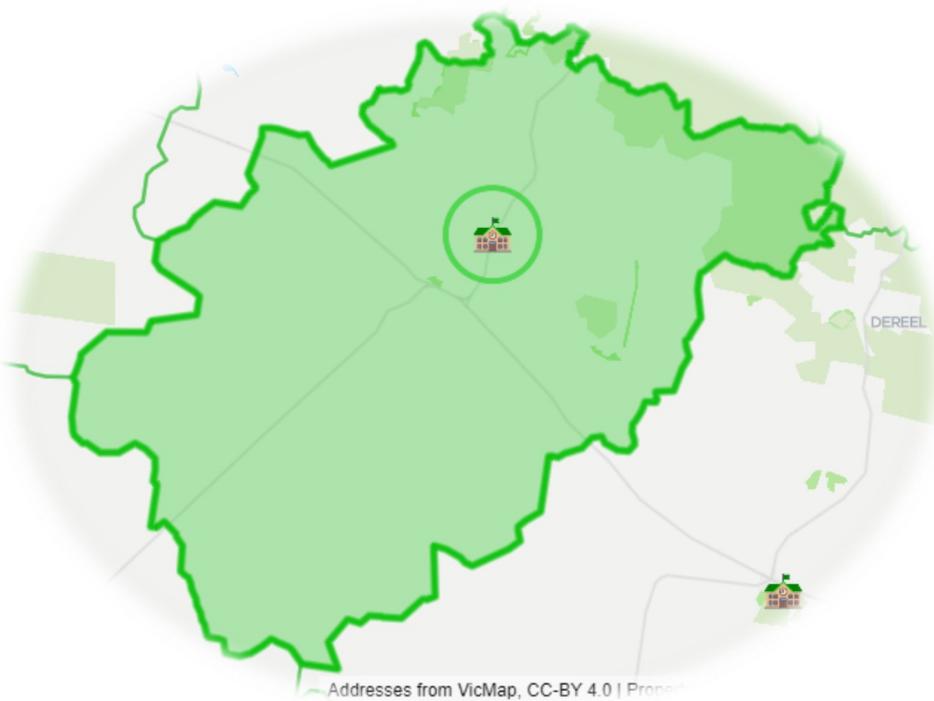


Enrolment

School tours are available and can be made via phone call or email.

Children who turn 5-years-old prior to April 30, and whose permanent residential address falls within our designated zone, are guaranteed a place at Cape Clear Primary School.

Please visit our website to download a copy of our enrolment forms. We encourage you to contact the school if you require any information regarding the enrolment process for Cape Clear Primary School.



If your residential address is outside the designated zone, we endeavour to support your family with your choice to attend Cape Clear Primary School.

Preparing for School at Cape Clear

Parents and caregivers can do a lot to help prepare their child for school. In the lead up to starting school, it is beneficial for children to be given plenty of opportunities to practice and gain independence with the following skills:

- Writing their name using a capital letter at the start and lower case letters for the remainder.
- Putting on and off school shoes (including tying laces), socks, jumpers, and school bag.
- Taking their lunch box in and out of their school bag, showing them how to open and close the zippers.
- Opening and closing their lunch box., unwrapping food , and knowing what to eat and when (e.g. recess, lunch).
- Wearing a hat when playing outside and putting their hat in a designated place to keep it safe when not in use.
- Sharing and taking turns.
- An understanding of how their behaviour can affect others and encourage them to apologise when they make a mistake.
- Using the toilet, washing their hands, and using a tissue to wipe their nose.
- Using scissors to cut along straight lines, colouring in the lines, and using a pencil with the correct pencil grip.
- Balance and coordination.
- Following two-step instructions.
- Sitting still and answering simple questions about stories.
- Counting (forwards and backwards) and number recognition to 10.
- Colours, shapes and sizes.





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.

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.

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 fill out the form on our website.

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.





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.

Spare Clothing

In the event of messy activities, spills or toileting accidents, a change of clothing will be required, so please ensure that there is a full change of clothing in your child's bag at all time. This change of clothes does not need to be school uniform.

Please ensure that all uniform is clearly named.

Uniform Requirements

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

Terms 2 & 3

Navy pants/tracksuit
Cape Clear Primary School Hooded Jacket
Cape Clear Primary School Polo Shirt
Runners

First Aid

Please insure 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.

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.

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.



*Your child's health and safety
is our priority.*

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.
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.

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

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.



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 2021.

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

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.



If your child is absent, please contact the school via text message on 0448453697.



"Today was good. Today was fun. Tomorrow is another one."

- Dr. Suess



Learning

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 2021, 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

Extra-Curricular Opportunities

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

Homework

All students are expected to read for 30 minutes each night.



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.

Teaching & Learning: Literacy

Writing

We follow, model and teach current Literacy practices which maximise student growth, learning and connectedness to the other elements of a good Literacy program including Reading and Oral language and Listening Skills. Our Instructional Model focuses on a mini lesson, student work time, a supported catch up, clarifying time, followed by more work time and a sharing time which allows for peer and teacher feedback. This is a particularly important time for students to acknowledge, share and learn from their own and other students' achievements and also allows for student voice and agency.

Writing conferences with the teacher are an integral part of the writing process, where both the student and the teacher can celebrate achievements and plan for future growth and development.

Reading

Our reading program offers a wide range of reading opportunities and experiences for both instructional and recreational purposes and is carefully monitored for student engagement, comprehension, and progress. We utilise a graded reading scheme as well as eBooks on PM eCollection and RAZ Reading. Reading material is supported, interesting and divergent in content and interest level. Individual conferencing and instruction, which also provides for student feedback and teacher/student forward planning, is also a valuable component of our reading program.

Our Buddy Reading program also allows for the social development of our students as older students listen to and assist our younger students with their reading, comprehension and oral language skills. We believe in a meaningful and integrated approach to our teaching and learning and our Reading Buddies program is an excellent example of this as it reinforces and extends both our Respectful Relationships and student leadership programs.

Speaking & Listening

Our Oral language program is as diverse as it is important, and we are aware of the importance of new vocab acquisition as well as the great need for all students to express themselves clearly and confidently. Listening for questioning, understanding, elaborating or providing feedback are all part of our comprehensive oral language program.



Teaching & Learning: Numeracy

Mathematics provides students with access to important mathematical ideas, knowledge and skills that they will draw on in their personal and work lives. As life-long learners, the curriculum provides students with the basis on which further study and research in mathematics and applications in many other fields are built. The Mathematics curriculum focuses on developing increasingly sophisticated and refined mathematical understanding, fluency, reasoning, modelling and problem-solving. These capabilities enable students to respond to familiar and unfamiliar situations by employing mathematics to make informed decisions and solve problems efficiently.

The Mathematics curriculum aims to ensure that students:

- develop useful mathematical and numeracy skills for everyday life, work and as active and critical citizens in a technological world
- see connections and apply mathematical concepts, skills and processes to pose and solve problems in mathematics and in other disciplines and contexts
- acquire specialist knowledge and skills in mathematics that provide for further study in the discipline
- appreciate mathematics as a discipline – its history, ideas, problems and applications, aesthetics and philosophy.

At Cape Clear Primary School we have a whole/small/whole approach to teaching numeracy. 'Whole' refers to whole class instruction which includes explicit teaching of the concept being taught. 'Small' refers to small group instruction where students participate individual or small group work at a child's point of need. In this time students may have the opportunity to use our ICT resources such as Mathletics, ABCya and Essential Assessment. Students will also participate in individual or small group conferences where teaching is targeted to each student's individual needs. We also believe in a hands on approach to teaching Numeracy to consolidate their understandings and knowledge of concepts being taught.



With small class sizes, we are able to focus on individual instruction at each child's point of need and development.



Teaching & Learning: Science

At Cape Clear Primary School, the Science curriculum has two interrelated strands: Science Understanding and Science Inquiry Skills. Together, the two strands of the science curriculum provide students with understanding, knowledge and skills through which they can develop a scientific view of the world. Through our Science program, our student's literacy, numeracy, engineering, and problem solving skills are extended.

We have a strong focus on Environmental Science, which can be seen throughout our school grounds:

- **Environmental and Indigenous 'Bush Tucker' Gardens** provides practical and hands-on experiences for our students.
- **Vegetable Garden** provides students with the opportunity to select, plant, feed, water and cook using the produce.
- **Aquaponics and Hydroponics** provides students with knowledge about alternative food growing systems. Students can make observations, comparisons and recommendations between the two systems. Controversial subjects such as fertilising and disease and pest control are discussed, investigated, and monitored. Scientific concepts such as changing variables are also included.
- **Chickens**
- **Frog Pond**
- **Composting and Worm Farm**

Community Support

Much of what we have been able to achieve in our Environmental Area has been due to the valuable community support and developing relationships we have within and beyond our school community including Ecolinc and Bunnings.



Teaching & Learning: Respectful Relationships

The 'Respectful Relationships' initiative supports our school communities to promote and model respect and equality, and to teach our children how to build healthy relationships, resilience and confidence.

The Respectful Relationships Program covers topics such as Emotional Literacy, Personal Strengths, Positive Coping, Problem Solving, Stress Management, Help-Seeking, Gender and Identity and Positive Gender Relations and is delivered as a whole school approach recognizing schools as an Educational Institution, a Workplace and a Community Hub.



Our students engage weekly with our Chaplain to unpack the Respectful Relationships topics.



Learning & Teaching: HAPE

The Health and Physical Education (HAPE) Program at Cape Clear Primary School provides students with a wide range of activities and experiences. Each year, during Term 1, students participate in the Swim and Gym program at the Ballarat Aquatic and Lifestyle Centre. The program consists of nine lessons, with students attending once per week focusing on swimming and survival skills with an AustSwim instructor. In Gymnastics students have access to a variety of activities with an experienced gymnastics instructor including trampolines, balance beam, parallel bars and roman rings.

Cape Clear Primary School is a member of the Linton and District Sports Association (LDSA). Students have the opportunity to attend a variety of sporting activities including; Athletics Day, the District Swimming Carnival, Cross Country (4-6) and Winter Sports (4-6).

In 2020 the school acquired 28 bikes to initiate our Bike Education Program. We have a trained Bike Education teacher who facilitates this program. All students have access to the bikes and helmets are also provided by the school.

Cape Clear Primary School has also been successful in receiving many grants through Sporting Schools Australia. We have used these funds to purchase professionally run programs and equipment for football, badminton, hockey and basketball.



Teaching & Learning: MARC Van

The Mobile Area Resource Centre (MARC Van) is a small mobile library and visits five schools in the local area. The base school is Skipton Primary School, but the van also visits Cape Clear, Linton, Lismore and Rokewood Primary Schools. The MARC van is filled with picture story books, fictional novels, and non-fiction books for students and teachers to borrow.

MARC lessons allow students to share books, discuss different aspects of the books, think critically and explore issues in greater details with an activity that is appropriate.

MARC Vans have been operating since the 1970's. There are around 35 MARC Vans in Victoria. MARC Vans are a part of the Department of Education and were introduced to service Rural Schools with less than 120 students to provide the opportunity to borrow books from a Library Service.

Teaching & Learning: Japanese

At Cape Clear Primary School students from Grade 2-6 are taught Japanese. The program consists of teaching and learning tasks involving writing, listening to, speaking, responding and reading the Japanese scripts, engaging in Japanese cultural activities and festivals and learning about customs and the traditional culture of Japan. Learning tasks are hands on, fun based activities that engage the students in deep learning tasks. Cape Clear Primary School has a trained Japanese educator.

Students acquire communication skills in Japanese. They develop understanding about the role of language and culture in communication. Their reflections on language use and language learning are applied in other learning contexts.

Learning languages broadens students' horizons about the personal, social, cultural and employment opportunities that are available in an increasingly interconnected and interdependent world. The interdependence of countries and communities requires people to negotiate experiences and meanings across languages and cultures. A bilingual or plurilingual capability is the norm in most parts of the world. Learning languages:

- contributes to the strengthening of the community's social, economic and international development capabilities
- extends literacy repertoires and the capacity to communicate; strengthens understanding of the nature of language, of culture, and of the processes of communication
- develops intercultural capability, including understanding of and respect for diversity and difference, and an openness to different experiences and perspectives
- develops understanding of how culture shapes and extends learners' understanding of themselves, their own heritage, values, beliefs, culture and identity
- strengthens intellectual, analytical and reflective capabilities, and enhances creative and critical thinking.





Teaching & Learning: ICT

The Digital Technologies curriculum enables students to become confident and creative developers of digital solutions through the application of information systems and specific ways of thinking about problem solving. As an eSmart school, we understand that digital safety is crucial for our students and teach cyber safety and digital literacy at every year level. This also encourages students to be discerning decision makers by considering different ways of managing the interactions between digital systems, people, data and processes (information systems), and weighing up the possible benefits and potential risks for society and the environment.

At Cape Clear Primary School we have implemented a 1:1 iPad program where all students have access to their own device. This allows for the authentic and flexible use of technology. We use many applications across all curriculum areas to support student learning. Students also have access to robotics, coding curriculum and smart TVs to further foster collaboration, problem solving and sharing of work. Students also have access to laptops, which are used to allow students to acquire a deep knowledge and understanding of digital systems, data and information and the processes associated with creating digital solutions so they can take up an active role in meeting current and future needs. We aim to be innovative and purposeful in our use of digital technologies at Cape Clear Primary School.



Recess & Lunch

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.

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.

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.**



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 Cape Clear Primary School. Its main responsibilities include:

- finance: overseeing the development of the school's annual budget and ensuring proper records are kept of the school's financial operation
- strategic planning: participating in the development and monitoring of the school strategic plan
- policy development and review: developing, reviewing and updating policies that reflect a school's values and support the school's broad direction as outlined in its strategic plan.

Other key functions of school councils include:

- raising funds for school related purposes
- maintaining school grounds and facilities
- entering into contracts
- reporting annually to the school community and the Department
- creating interest in the school in the wider community
- representing and taking the views of the community into account
- regulating and facilitating after-hours use of school premises 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.**



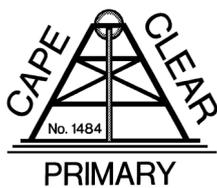
*School Council President:
Patty Sandwith*



2021 Term Dates

Term 1	28 January 2021	to	1 April 2021
Term 2	19 April 2021	to	25 June 2021
Term 3	12 July 2021	to	17 September 2021
Term 4	4 October 2021	to	17 December 2021

School Council will approve three days during the year as pupil free days. These days will be communicated on the Cape Clear Facebook page, the school newsletter, and via SMS.



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