Clarkefield Primary School

No 3035

Information for Parents

Principal: Michael Haniff
School Council President: Scott Hardiman
Telephone: [03] 5428 5121
Email: clarkefield.ps@edumail.vic.gov.au
Website: www.clarkefieldps.vic.edu.au

2016
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Message to Parents, Guardians And Caregivers

On behalf of everyone at Clarkefield Primary School I would like to extend a very warm welcome to you and your family. We trust that, working together, your experience at Clarkefield Primary School will be an enjoyable and rewarding one.

I am proud to say that Clarkefield Primary School provides an up to date education program for all children, with differentiated learning in all core curriculum areas based on your child’s ability. All children have the opportunity to participate in a diverse and personalised curriculum covering all the main areas including specialist programs in Art, Performing Arts, ICT and Physical Education.

Our classroom teachers are dedicated and committed to developing a safe and caring learning environment in their classrooms, and endeavour to make personal attachments with their students and families.

We know that starting school is a major milestone for you and your child, and the start of a new phase of life for your family. With this in mind, our aim is to make the transition from kindergarten and other early childhood services to primary school as smooth and enjoyable as possible.

I would like to encourage you to participate and involve yourself in the life of Clarkefield Primary School. It is my experience that schools are a great place to meet up with other people in the community and develop strong friendships which can last a lifetime.

This information booklet has been prepared to support children who are starting Prep at Clarkefield Primary School and their families. Further information about our school can be found by visiting our website www.clarkefieldps.vic.edu.au.

Please feel free to contact me at any time if you have any issues or suggestions you believe will enhance your child’s enjoyment of, and success at school.

Michael Haniff
Principal
General Business

Staffing

**Principal:** Mr. Michael Haniff  
Email: haniff.michael.m@edumail.vic.gov.au

Teachers:  
Mr. Glenn Steere  
Email: steere.glenn.g@edumail.vic.gov.au
Mrs. Jane Nixon  
Email: nixon.jane.j@edumail.vic.gov.au

Education Support:  
Mrs. Nazma Haniff (General Office)

Address

Clarkefield Primary School  
No. 3035  
1202 Melbourne-Lancefield Road  
CLARKEFIELD  3430

Communications

Telephone:  [03] 5428 5121  
Fax:  [03] 5428 5356  
Email: clarkefield.ps@edumail.vic.gov.au  
Website: www.clarkefieldps.vic.edu.au

School Newsletter

The school newsletter is issued weekly, usually on a Tuesday. This newsletter is the main means of communication between school and home. Its aim is to keep you informed of school excursions, coming events and activities. Please return any cut off slips at the bottom of the newsletter immediately. As the newsletter is sent home on the same day every week, we would appreciate if you can check school bags for it. If your child is absent on newsletter day, a copy is available from the office.

Parents and community members may place ‘community’ notices in the newsletter. Please contact the school for more details on how to do this.

Emergency Information

It is essential that the Confidential Student Information Form be completed accurately when each child enrols and is updated when necessary. This provides the school with home details, medical information, custodial restrictions and emergency contact numbers. The school must be notified immediately of any change to this information for the safety of your child.

School Hours

<table>
<thead>
<tr>
<th>Session One</th>
<th>9.00am to 11.00am</th>
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<tr>
<td>Recess</td>
<td>11.00am to 11.30am</td>
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<tr>
<td>Session Two</td>
<td>11.30am to 1.00pm</td>
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<td>Lunch</td>
<td>1.00pm to 2.00pm</td>
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<td>Session Three</td>
<td>2.00pm to 3.30pm</td>
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Supervision Hours

8.45am to 3.45pm
**Subject Contributions**

2016 – $100 per child

School Council discusses the issue of ‘subject contributions’ towards the end of each year. Our School Council determines the necessary fees to ensure the continued high quality of resources available. Historically our fees have been low and every effort is made to keep them at a minimum.

**Curriculum**

Our teachers plan programs and learning activities in line with the Australian Curriculum (AusVELS) and the Victorian Government’s ‘Victorian Essential Learning Standards’ (VELS). The AusVELS incorporates the Australian Curriculum F-10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning.

Although the curriculum at Clarkefield Primary is planned so that it encourages children to develop in every way as individuals, children are expected to reach standards consistent with this table:

<table>
<thead>
<tr>
<th>VELS LEVEL</th>
<th>AusVELS LEVEL</th>
<th>SCHOOL YEAR</th>
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<tbody>
<tr>
<td>Level 1.00</td>
<td>Level F (Foundation)</td>
<td>Year Prep</td>
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<td>Level 1.50</td>
<td>Level 1.00</td>
<td>Year 1</td>
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<tr>
<td>Level 2.00</td>
<td>Level 2.00</td>
<td>Year 2</td>
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<tr>
<td>Level 2.50</td>
<td>Level 3.00</td>
<td>Year 3</td>
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<td>Year 4</td>
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<tr>
<td>Level 3.50</td>
<td>Level 5.00</td>
<td>Year 5</td>
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<tr>
<td>Level 4.00</td>
<td>Level 6.00</td>
<td>Year 6</td>
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Parents and teachers know that individual children vary enormously in their abilities and in their special talents. Thus, some children will be at levels either above or below those set out above. At Clarkefield Primary we recognise that the majority of children will be strong in some curriculum areas and not so strong in others, and we always recognise this both in our teaching and our expectations, while always striving, of course, for the highest possible standards.

**Assessment and Reporting to Parents**

Assessment of student progress is done on an ongoing basis.

We believe that reporting to the parents of our students should clearly communicate the achievements of the students and should also provide recommendations which will assist the students’ future learning. Accurate and comprehensive reporting of school and student performance aids in establishing open communication, helps to improve student learning, assists in establishing future direction, and helps to identify areas of exemplary performance, as well as those in need of support and assistance.

Reporting of student progress is done via:

- Informal contact – this is on an ongoing basis
- Formal parent/teacher/student interviews during the first semester (half year) and second semester (end of year)
- Written student reports at the end of Term 2 and Term 4
- Formal contact – parents are requested to arrange appointments at any time if they wish to see the classroom teacher or the Principal. Teachers are not available for discussion during teaching time.
School Council

School Councils play a major role in the management structure of the school. School Councils are made up of elected parents, community members, Department of Education members and the Principal as Executive Officer.

School Council is responsible for:-

- administering finances
- assisting in the selection of the School Principal
- maintaining and improving buildings and grounds
- reporting annually to the school community and the Department of Education & Training
- generally promoting and enhancing the school environment.

School Council must meet twice a term and all members of the school community are welcome to attend these meetings and contribute to the school’s well being. Members of the School Council are listed below and if you would like more information on the structure and procedures of School Council, please contact the Principal.

Elections take place very early in the new school year.

**Parent Representatives**

<table>
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<th>Role</th>
<th>Name</th>
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<tr>
<td>President</td>
<td>Scott Hardiman</td>
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<td>Vice President</td>
<td>Janine Fisher</td>
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**Department of Education Representatives**

<table>
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<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Principal</td>
<td>Michael Haniff</td>
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<tr>
<td>Teacher</td>
<td>Jane Nixon</td>
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School Strategic Plan

The School Strategic Plan is a document setting out the school development plan over four years. The Strategic Plan:-

- provides an accountability and reporting process
- documents an ongoing improvement strategy
- develops goals in curriculum, environment, accountability, management and resources
- sets clear codes of conduct
- undertakes to implement Department of Education policies and guidelines
- is an agreement of understanding between the local community, parents, staff and the Department of Education in relation to quality education for all Victorian children.
General Information

Accounts
All monies sent to school should be in a sealed envelope clearly marked with the family’s name and nature of payment.

Active After School Care Program
We offer a limited after school care program from 3.30pm to 4.30pm. The program provides a range of activities that are designed to keep children stimulated, active and engaged. If you would like more information on this program please contact the general office.

Absences
A written explanation must be provided after each absence. This is a Department rule and we are expected to adhere to it. If at all possible the school should be notified in advance of expected absences.

Assembly
School assemblies are held every Monday morning at 9.00am. Assemblies usually last for 15 minutes. The focus is to acknowledge and celebrate student achievement and success. There are weekly award presentations as well as reports of events that students have attended.

Asthma
All students who have asthma must have a documented asthma management plan. Students may carry their own puffers or leave them with the class teacher.

Book club
We are currently involved in the Scholastic Australia Book Club scheme that offers a wide variety of books at discount prices. The school receives free books for our library based on the quantity of books purchased throughout the year. It is not necessary that you purchase any of these books. It is a matter of your own choice.

Building & Grounds Maintenance
During the year “working bees” are held to maintain and enhance our school grounds and buildings. Your help on these occasions is greatly appreciated and helps keep maintenance costs to a minimum. Notice of these days is placed in the newsletter.

Buses
Bus travel is available on the Secondary School bus for our students from the outlying areas of Clarkefield only. Sunbury Secondary College co-ordinates all bus travel and consent must be requested from the College. The bus driver or the school has the right to exclude any child from travelling on the bus if his/her behaviour is unacceptable. The Secondary College must be advised if a change to normal routine occurs. Staff supervise children on to the bus each afternoon.

Camps
Children in grades 3, 4, 5 & 6 are encouraged to attend the annual school camp, endorsed by School Council. Destination and time vary from year to year. These camps provide valuable experience for children.
Children in Prep-2 will have a sleepover at school usually in November/December.

Car Park
We urge all parents and caregivers who drop children at school by car to use extra caution when entering the car park and leaving. Enter car park at the northern end and move clockwise through car park. One space to the right of the front gate is to be left for disabled parking.
Change Of Clothing

If you feel it necessary, it may be wise to pack a change of clothing for your child. However, the school has on hand a small quantity of clothing for loan to children when a change is necessary. Please remember to return these to school as soon as they are laundered.

Communication

Our school has open, honest, accessible and respectful communication with parents and the wider community. It is important that parents read regular publications such as the school newsletter, special notices and class newsletters to keep up to date with school events.

Formal parent/teacher/student conferences are held twice each year in Term 2 and Term 4.

Computers / Information & Communication Technology

All students have access to modern information technology equipment. Netbooks and iPads for student use are located in the classrooms. Computer use is integrated into all curriculum areas. The school operates a 1:1 program in both the junior class and the senior class. In addition to computers, the school has a range of other information technology hardware such as inter-active whiteboards, scanners, digital projectors and digital cameras. All Year 5 and 6 students have the opportunity to lease netbooks for personal use at home and at school. These netbooks are funded by the school.

Curriculum / Reporting Days

Currently the Department of Education and Training (DET) provides four student-free Professional Development and Reporting days. Students do not attend school on these days. Parents will be notified of the dates of these days in the school newsletter.

Dental Health Services

Dental Health Services Victoria offers dental care to students at the Sunbury School dental Service clinic. There is a small fee for this service, except for health care card holders, where the service is offered free. Contact the School Dental Service on 1300 360 054 for further information.

Emergency Information

It is essential that the Confidential Student Information Form be completed accurately when each child enrols and is updated when necessary. This provides the school with home details, medical information, custodial restrictions and emergency contact numbers. The school must be notified immediately of any change to this information for the safety of your child.

Enrolment Procedures/ Enrolling your Child

Children are able to attend school from the beginning of the school year, if they have turned five years of age by April 30 of that same year. All children must attend school when they are six years of age. When being enrolled in school, parents need to provide:

- A birth certificate for Australian born residents or citizenship papers, passport or travel documents for non-Australian resident or non-Australian born students.
- A School Entry Immunisation Certificate which is issued by your local council health department.

*Non-immunised children will be excluded from school if there is an outbreak of measles or diphtheria.

- Students transferring from other schools are also required to provide these documents. In most cases these can be passed on from the exiting school. Students will also need a transfer note from their previous school.
- Parents will need to complete a Confidential Student Information form available from the school.
Excursions
We often have whole school excursions which greatly enhance the children’s experiences and contribute to different curriculum programs. It is aimed to keep the cost of each excursion to a minimum by asking parents to assist with transport when possible. Cars carrying students must be comprehensively insured. Details of individual excursions will be sent home via the weekly newsletter.

Fundraising
School Council has a fundraising sub-committee that works hard to raise extra funds for the school. We ask that every effort be made to support these activities. New families are welcome to join this committee.

Handwriting
Victorian Cursive handwriting is taught at all year levels and can be accessed via the Department of Education and Early Childhood Development website. Teachers use a variety of activities to assist in the development of good handwriting skills. All students are encouraged to develop pride in their writing and work presentation.

Head Lice
From time to time all schools need to deal with incidents of nits and head lice. Parents should check their children’s hair on a regular basis. Any sign of students scratching their heads and complaining of an itchy scalp needs to be investigated immediately. If you find head lice or nits on your child, please contact the school immediately so that head checks of classmates can be arranged and parents notified. Students must be treated before returning to school. If a student is identified as having nits or lice at school, parents will be notified to enable treatment to be undertaken. See also Illness/Infectious Diseases.

Homework
Homework is intended to provide students with opportunities to build on their learning and development at school as well as helping parents to follow their child’s progress. Teachers will outline to parents expectations of homework at the commencement of each year. The setting of homework is the responsibility of individual teachers and will be in line with the school’s Homework policy.

- You can also help your child at home by:
- Praising your child’s efforts so that they continue to gain confidence and accept challenges.
- Encouraging your child to have a go and to take risks.
- Making regular times to read together.
- Looking through the school bag regularly for notices and samples of work.
- Talking with your child in a positive manner about what occurred at school.
- Sharing your child’s achievements with family, friends and neighbours.
- Getting to know your child’s teacher and joining in with classroom activities if possible.
- Taking an interest in school events by reading newsletters and attending functions.
- Remembering that children all progress at different rates, therefore in your child’s class, students will be working at a range of levels.
Illness / Infectious Diseases

While regular attendance is critical for student learning, the best place for genuinely sick children is at home. On return to school, parents are required to provide a written explanation for the absence. The following information on infectious diseases is included for parental information. These conditions present a risk to fellow students and staff and so require caution. Exclusion from school for the following conditions is a mandatory requirement of the Department of Education and Early Childhood Development.

Chicken Pox – Exclusion from school until fully recovered or at least one week after the eruption first appears. Persons in contact with an ill student are not to be excluded.

Conjunctivitis – Until discharge from eyes has ceased. Persons in contact with an ill student are not to be excluded.

Hepatitis – Until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.

Impetigo - Exclusion from school until sores have fully healed. A child may return provided appropriate treatment is applied and sores on exposed surfaces are properly covered with dressings. Persons in contact with an ill student are not to be excluded.

Head Lice – Exclusion from school until treated. Medication is available from school at a cost.

Meningococcal Until receipt of a medical certificate of recovery from infection. Persons in contact with an ill student are not to be excluded.

Measles – Exclusion from school for at least five days from appearance of rash or until medical certificate is produced.

Mumps – Exclusion from school until fully recovered. Persons in contact with ill student are not to be excluded.

Rubella - Exclusion from school until fully recovered and at least (German measles) five days from the onset of the rash. Persons in contact with an ill student are not to be excluded.

Ringworm – Until appropriate treatment has commenced, supported when requested, by a medical certificate. Persons in contact with an ill student are not to be excluded.

Whooping Cough – For two weeks or until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.

Persons in contact with an ill student are to be excluded for 13 days after last contact.

Other infectious diseases – Please contact the school principal for withdrawal periods which apply. It is a condition of enrolment that all parents provide an Immunisation Status Certificate from the Health Officer or local government council. A child who has not been fully immunised may be excluded if there is a case of that unimmunised disease within the school.

Immunisation

An Australian Childhood Immunisation Register (ACIR) statement or Immunisation Certificate issued by the relevant local Council Health Department is required before enrolment can be completed. The booklets kept by parents are not acceptable.

Parents will automatically receive a history statement from ACIR after your child has completed the 4 year old vaccine schedule. It must state at the bottom of the page “This child has received all vaccines required by 5 years of age”, if not, a council issued certificate must be provided.

Injury

In the case of minor accidents, first-aid will be administered at school. A register is kept of all children who receive first aid treatment.

In the case of injuries of a more serious nature, every effort will be made to contact a parent or the nominated emergency. Medical aid may be sought if contact cannot be made, and such aid is deemed necessary.

The school strongly advises parents to subscribe to the Ambulance Service.
Leaving School Early
If you need to take your children from classes prior to the end of the day it would be appreciated if you could please notify the class teacher beforehand.

Lost Property
Please label everything your child brings to school. Misplaced property is collected and stored. Parents should check this box if they are looking for missing items.

Occasionally, property can end up in someone else’s bag. If this happens please return it to school promptly, so it can be returned to the rightful owner.

Lunch Arrangements
Children generally eat their lunches under supervision in the classroom, before going to play. This is to ensure the child’s lunch is eaten. It helps if parents can provide a manageable lunch and discuss which foods are to be eaten at each break. Lunch boxes and drink bottles should be clearly named and be easy to open.

Medication
If your child requires medication during school, it should be handed to the class teacher before school.
A form detailing your child’s type and dosage of medication and the time it is to be given must be completed.
NO MEDICATION, APART FROM VENTOLIN, SHOULD BE KEPT IN STUDENT BAGS.

Mobile Area Resource Centre (Marc Van)
Clarkefield Primary School belongs to a cluster of schools who have the benefit of a Mobile Area Resource Centre which visits the school one afternoon a week. This Van is equipped with a large range of books and staffed by a qualified teacher who runs library sessions with the children. Often the work tasks provided complement a particular theme being studied in class. Children are able to borrow books from the Van.

Parent Assistance
Children enjoy having their parents’ visit their school and we encourage you to become involved with our school, this demonstrates to your children your interest and promotes a positive attitude towards school.
A Parent Reading Program operates in both classrooms. At different times we may need voluntary help and any assistance that can be given is always greatly appreciated. A working with children check will need to be completed prior to helping out in the classroom.

Parent/Teacher Relationships
It is important to establish and maintain co-operative parent-teacher partnerships. If you have any concerns affecting your child, come to us and discuss them. Parents are welcome to call and discuss their child’s progress at all times, but to facilitate organisation it would be appreciated if an appointment is made before arriving.

Photographs
School photographs are usually taken early in the school year with pre-payment envelopes being distributed prior to the day so that families may order their required prints. All students are expected to wear uniform on this day.
Positive Behaviour Management

The school has developed school-wide strategies and protocols in positive behaviour management. Facilitated by our trained staff, students are supported to make positive behavioural choices, with agreed consequences implemented for negative choices. If an identified behavioural problem arises, parents will be contacted. Focus in placed on fostering student engagement through student goal setting, student self assessment and quality work which is highlighted through positive reinforcement such as the Student Achievement Awards. Awards are presented at assembly each Monday morning.

Punctuality

School commences at 9am and dismisses at 3.30pm. It is expected that all children will arrive on time. This is a simple courtesy to classmates and we ask you to assist in this regard. If a circumstance arises in which it is unavoidable that children are late, please send along a note.

Safety & Supervision

Students are supervised by yard duty teachers prior to school from 8.45am and during morning and lunch\ recess times. At the end of the day teachers supervise school bus travellers.

During school class time students are not to leave the class without the permission of their teacher. When attending a specialist program or when moving to another area of the school, classes are escorted by their teacher.

School Captains

School Captains are selected each year through a process of application, interview and recommendation from referees. The selection panel consists of the Principal and class teachers. Two students are selected as school captains. These two students receive support to develop leadership skills and act as spokespersons for the school for dignitaries, and at events such as assemblies, ANZAC ceremonies and open days. School Captains are expected to take a leading role in articulating and representing student opinion while maintaining a high profile as student role models. School Captains also assume an important role on Student Council.

School Nurse

A school nurse provides a health assessment of all Prep students. Prior to her visit a questionnaire is sent home to assist with health details and to list any concerns. Parents may also see the nurse at the time of her visit. Where it is considered necessary, teachers and parents may request medical examinations of particular children in other grades, parental permission will be sought if this happens.

School Rules - Discipline Policy

Our aim is to provide a safe and happy place for all children. A place where they can grow, learn and play together, to develop socially, physically, emotionally and intellectually. We ask parents to support and assist the school in its efforts to maintain this positive learning environment. Communication between home and school is an integral part of supporting and creating a harmonious atmosphere conducive to learning.

The school has a Student Engagement Policy which is available on request.

Children are involved in formulating playground and classroom rules.

Student Banking

Student banking is accepted on Tuesdays during the school terms. Bank books need to be at school by 9.00am.

The school receives commission from the bank based on the level of deposits on a quarterly basis.
**Student Council**

Early in term one; students are elected by their peers to our Student Council. These students meet fortnightly to plan activities and act as a forum for student opinion. Student Council representatives report to their own classes as well as School Council. Ideas and suggestions are taken to Student Council via class discussions. Our two School Captains are members of Student Council.

**Students – Disabilities & Impairments**

Clarkefield Primary School is committed to providing all students access to the highest quality educational opportunities. To this end we do everything necessary to access funding, arrange specialist equipment and provide specialist programs to assist children with disabilities and impairments.

Each individual child is assessed, and after consultation with parents and the Regional Specialists, resources can be determined and programs can be developed.

**SunSmart**

In accordance with the Department of Education and Early Child Development guidelines, the school has a SunSmart policy. This includes the requirement for all students to wear an approved SunSmart hat for all outside activities in terms 1 and 4. We also require students to wear tops with sleeves and a collar in order to minimise skin damage during the months when the sun’s UV rays are at their strongest. We promote the implementation of the SunSmart policy through the classroom Health program, and through the provision of shaded areas for students. All adventure playground areas are covered by shade structures.

**Transition: Kinder—Prep**

The transition program for next year’s Prep students starts early in the school year. During the year our junior class students visit the kindergarten to undertake activities with prospective students. Informal visits of our new students are conducted during term 3. During term 4 a number of structured visits takes place.

A parent information session is held towards the end of term 2 during our information night.

Parents who have particular questions, or who need further information, are encouraged to call the school and talk to the Principal.

**Transition: Year 6-7**

The Years 6 to 7 transition consists of visits during term 3 to our three main secondary education providers, Gisborne Secondary College, Sunbury College and Sunbury Downs Secondary College. These days are activity based and give students a good idea of secondary college programs. In addition, our students have access to in-school programs by students/teachers from the secondary colleges. We have close contact with transition coordinators from both secondary colleges and work to ensure our students are well placed in regard to their social needs. Special transition programs can be developed for students with special learning or social needs. In term 4 a state-wide transition day is held for Year 6 students at their intended secondary school.

**Uniform**

The wearing of school uniform is compulsory. A copy of the school uniform policy is available from the office. A note of explanation is required when students are not wearing school uniform. Unless otherwise stipulated, children who represent the school in extra-curricular activities or participate in excursions are expected to wear school uniform. During the year you will be notified when a major order is being placed. Our school uniform is practical and comfortable for children to wear. Prices are kept as low as possible.

Hats are compulsory during terms one and four.

Appropriate footwear is necessary at school. Thongs and open toed shoes are not suitable school wear.
Values

At Clarkefield Primary School we strive to be self motivated, engaged and happy learners in a technology rich environment and to be active, resilient members of our community. We aim to provide a supportive and safe environment that challenges students to accomplish their goals and celebrate achievements.

Our school values are:

Respect: To act in a way that shows you care about their feelings and well-being of others.

Responsibility: Make responsible choices, care for our school environment and the safety and wellbeing of others.

Co-operation: Be co-operative, inclusive and respectful.

Honesty: To be fair and truthful at all times.

Caring: Look out and look after others.

Visitors

All visitors to the school (including parent helpers) are to sign the visitor’s register at the office before visiting classrooms or participating in activities conducted at the school, and sign out when leaving.

2016 - Arrangements For Preps Starting School

The first school day for students in the year 2016 will be Thursday 28th January.

Parents are requested to bring children to the classrooms before 9.00am where they will be met by the classroom teacher. As soon as possible children should be left with the teacher and it is best if parents then leave the area.

Buddies from other grades will be organised to look after prep children in the playground for at least the first two weeks of their school life.

During the month of February, Prep students will not attend school on Wednesdays – this day being set aside as a Prep rest day. The usual 5 day week will commence as from Monday 29 February 2016.

Children must wear their hats during term 1 and 4.

Items to be brought from home, please, and clearly named are:

1 smock or old shirt for art lessons

1 large box of tissues
Responsibilities of Children

Development in the following areas will help your child to be more independent at school and to enjoy a pleasant and stress free beginning to his/her school life:

Safety
- play in safe places
- stay inside the school grounds
- leave dangerous objects alone
- do not bring dangerous objects or imitations to school
- WALK in the classroom, corridors and around buildings.
- Mobile phones are not to be brought to school.

Care for yourself, others and property.
- let others enjoy their play
- help and care for fellow students
- all equipment is to be cared for properly
- respect the belongings of others
- put rubbish into bins
- be sensible and play fairly
- resolve problems calmly
- treat others the way you would like to be treated.

Speak politely to all members of our school community; students, parents or teachers.

Work as well as you can and allow others to do the same.

Take turns when completing activities and when using equipment and materials.

Listen to and carry out directions quickly.

Eat lunch at school in a sensible and healthy manner.
How To Help Your Child In The First Year At School

Aim to have your child at school by 8.55am. Running late, and entering school after the day’s activities have begun, can be upsetting to a beginner.

Try to leave quickly once your child is in the classroom. Your own happy, confident farewell will help him/her to settle. Please also be sure that your child knows about return arrangements. These help him/her to feel safe.

Please make sure your child is picked up from school on time. This will be at the classroom door at 3.30pm.

Days for February will be Monday, Tuesday, Thursday and Friday.
Prep children will not attend on Wednesday.

Name everything that your child brings to school - clothing, lunch boxes, bags, plastic bottles, storybooks, toys, balls etc. While children are welcome to bring things to school to show others or to use at playtime the school cannot accept responsibility for children’s treasures. Expensive toys, books, etc. are brought to school at the child’s own risk.

Train your child to eat their school lunch independently by making sure he/she can open and close containers and unwrap food packets. Please provide a lunch box and drink bottle that fit easily into his/her school bag. Talk about the difference between ‘playtime’ and ‘lunchtime’. Show children what food you have packed each morning and say when you expect it to be eaten. Don’t be surprised if your child’s normal healthy appetite deteriorates a little during the first few weeks of school. This is not unusual with beginners and usually returns to normal if little or no fuss is made.

Ensure your child can go to the toilet by themselves and undo/do up any buttons or zips.
Encourage the qualities of responsibility and persistence in your child. Children need to be responsible for their own belongings at school and to share in the cleaning up after activities. Praise persistence in your child. Children who never finish the things they start can have problems at school, where new tasks are often based on the completion of earlier ones.

Show an interest in work brought home, and display it in a special place.

Recognise and praise your child’s efforts. Aim at helping him or her surpass their own previous achievements rather than competing with others.

Provide language experiences for your child through discussion, nursery rhymes, songs and stories.
It is important to read books to him/her.

Understand the importance of play. Provide materials which stimulate creative play.
Encourage your child to play with other children.

Teach your child to cope independently with taking clothes on and off, particularly coats, art smocks, shoes, socks and clothing with buttons or a zip. Begin teaching them to do up shoe laces, and turn clothing through to the right side.

Some children become very tired, and perhaps a little irritable, particularly during the first few weeks of adjusting to a new routine. They will need extra understanding from parents at this time.

Parents have to be prepared for school too! - prepared for the fact that they may miss their children greatly. They may also have to be prepared for their children to announce another source of wisdom in their life! When children have developed a secure relationship with their teacher, and have made friends, minor problems seem to solve themselves. If a problem persists, don’t hesitate to talk to the teacher.