



Carrum Primary School 3385

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PARENT INFORMATION BOOKLET 2022



A caring community since 1901
Working together, achieving success

WELCOME TO CARRUM PRIMARY SCHOOL

Welcome to the school community of Carrum Primary School. We strive to provide a safe, secure, happy, friendly and challenging environment which is ideal for learning. We have found that this is best achieved by promoting a genuine partnership and openness between staff and the school community. Together we can foster self-esteem by encouraging students to take an active role in becoming responsible for their own learning, to take calculated risks and to feel good about themselves. Carrum Primary School will continue to strive for excellence and is both proud and appreciative of its high level of parental involvement. We believe this to be a significant factor in the education of all children at our school.

The Victorian Curriculum provides the basis for curriculum planning in Victorian Schools and for reporting on student achievement. At Carrum Primary School, a comprehensive curriculum is offered from Prep to Grade 6 in the Key Learning Areas of Mathematics, The Arts, English, Humanities, Health and Physical Education, Science, Technology and Languages. An extensive Music program, Intensive Swimming program, Buddies program and Enrichment and Intervention programs all add to the opportunities offered to our students. In addition, Grades 3-6 participate in the Stephanie Alexander Kitchen Garden program creating appetising meals in the kitchen classes from produce they have planted and harvested in the school gardens. The school also broadcasts to the global world on our own radio station, 'Radio Carrum.' Our school also hosts the Carrum Environmental Living and Learning (C.E.L.L.) Centre that incorporates Rum-B-Run, our school farmlet, and a walk-in native bird aviary.

At the beginning of each school year, a meet the teacher day is held to discuss the areas of learning to be covered in your child's year level. There will also be an opportunity for you to discuss issues relating to your child that you feel will impact on your child's learning and participation at school.

This booklet has been compiled to assist the smooth transition of families, particularly new families into school life. Commencing school is an exciting time for children and we wish you a very warm welcome to Carrum Primary School.

Looking forward to working with you.

Clem Langford
Principal

Term Dates and School Hours

TERM DATES 2022

Term 1	31 January 2022	8 April 2022
Term 2	26 April 2022	24 June 2022
Term 3	11 July 2022	16 September 2022
Term 4	3 October 2022	20 December 2022

IMPORTANT DATES

Term One

28th January – Curriculum Day – Staff only

31ST January – Curriculum Day. Meet and Greet Teacher

1st February – First Day of School

14th March – Labour Day

SCHOOL HOURS

9.00am to 10.40am	morning session
10.40am to 11.10am	recess
11.10am to 12.50pm	middle session
12.50pm to 1.50pm	lunch break
1.50pm to 3.30pm	afternoon session
3.30pm	home time

School dismissal time on the last day of each term may differ. You will be notified of this in advance via Compass.

We also have “Extreme Weather” timetables where children have a reduced time outside and are supervised inside classrooms where required over recess and lunch.

Teachers are on yard duty from 8.45 am to 3.45 pm. Children in school grounds outside these times are not under the school’s supervision.

Parents are asked to ensure that their child arrives in time to commence classes at the stated time. We understand that there may be circumstances where this is not possible. However, it is disruptive to teachers, other children & parent helpers when a child arrives after the bell.

Similarly, could you please collect your child promptly at the end of the day. In the event of some unexpected delay, please telephone the Office so that we can inform your child. Children often become very distressed if parents arrive late.

CURRICULUM DAY – MEET AND GREET TEACHER

You will be notified of an interview time for you and your child to attend a short interview with their teacher prior to the day they start. Here your child will be able to drop off their school supplies ready for the first day of school.

Prep School Hours

While Prep children are adjusting to new routines and the school environment at the start of the school year, they will attend Monday, Tuesday, Thursday and Friday from 9.00am – 3.30pm. Wednesdays begin after Labour Day (14th March).

CONTACT WITH THE SCHOOL

Our telephone number is 9772 1117 and school email carrum.ps@education.vic.gov.au
Please feel free to contact us at any stage.

Your child's teacher is always willing to discuss his/her progress during the term, although it is preferred that you arrange a meeting time in advance. Parents are asked not to interrupt teachers during class times.

Communication Options

- Term 1: Parents are invited to a meeting with the classroom teacher to discuss issues for sharing with the teacher that may affect learning goals and programs offered. These meetings will be held on the 31st of January 2022.
- Term 2: At the end of this term, a written Report on the progress of each child is prepared and uploaded to Compass (our school communication reporting software) and an opportunity is provided for Parent/Teacher interviews to discuss student progress.
- Term 4: At the end of this term, a Report on the progress of each child is completed and uploaded to Compass.

SCHOOL NEWSLETTER AND NOTICES

The Newsletter is posted on the school website www.carrumps.vic.edu.au and uploaded to Compass every Thursday. The Newsletter contains information relating to activities that have taken place over the week as well as notices of upcoming events, special programs, activities and other community information.

COMPASS

All communication including attendance, absences, Excursion/Incursions and all notifications are communicated to families via Compass, A guide to using this App is available via our website, please feel free to contact the office should you have any questions.

STUDENT EARLY RELEASE

If a parent wishes to collect a child during school hours, the parent must first report to the Office where they will be required to sign out their child via the Compass Kiosk. The early release must be entered onto Compass to notify the teacher. **NO child will be permitted to leave the school without following this procedure.**

Unless authorised by parents, adults who are not on the child's emergency contact list are not able to pick up your child. If an adult who is not the child's parent has authority to collect a child during school hours, appropriate identification is required (i.e., drivers licence)

STUDENT LATE ARRIVAL

Late arrivals must report to the office first before heading to class. Parents are required to come and sign in via the kiosk at the front desk.

AFTER SCHOOL CARE

Parents are able to access before and after school care through 'TheirCare'. The program runs at Carrum Primary School before school (6.30am-8.45am) and after school (3.45pm-6pm). Visit TheirCare website for more information.

www.theircare.com.au

VISITORS SIGN IN

It is an Education Department requirement that all school visitors report to the office to sign in. Sign in on arrival at the Compass Kiosk in the office foyer and sign out on departure. Visitors are required to wear identification that is available from the office.

Please note that a Working with Children's Check is mandatory. Applications are available at www.workingwithchildren.vic.gov.au

An OH+S Induction will be completed at the beginning of each year on your first visit.

Covid 19 regulations apply as directed by the department. Currently, all visitors must be double vaccinated to enter school buildings and will need to check in via QR codes located on the doors of the building you will be entering. Please refer to signage on front door of office

STUDENT ABSENCES

All absences need to be explained. Please enter your child's absence with an explanation into Compass as soon as possible after the absence. Unexplained absence letters will be sent home at the end of each month for parents to complete, sign and return.

ASSEMBLY

Each Friday at 3.00pm, we have a whole school assembly. This is an opportunity for the school community to get together and it is great to see the number of parents who attend. Senior children conduct the assembly, and the principal gives a report regarding the week and upcoming events.

For the remainder of the week, the children line up in their prep area, grade 1-2 areas and grades 3-6 area.

PARENT INVOLVEMENT

Parent help and involvement is both encouraged and appreciated in the school. Talk to your teacher about how you may be able to assist. Same rules apply as School Visitors. See above for details.

PARENT CONTRIBUTIONS

Parents can purchase stationery via our school supplier – Winc. Stationery booklists have been created by teachers and copies are available at the office if required. These packs are ordered online and delivered to your home by Winc. The school also appreciates donations to enhance the programs we offer. Please refer to the booklist for suggested contributions amounts. These contributions can be made via Winc's website in 2021 and via the school office in 2022. We thank you for your support.

GROUND'S MAINTENANCE

The whole school community shares the responsibility for the care and maintenance of the grounds and gardens. Families are encouraged to attend at least one Working Bee morning/afternoon. Working Bee dates are advertised either in the newsletter or on Compass well in advance.

SCHOOL UNIFORMS

All items of the required School Uniform, including the school bag, are sold through PSW store located at 22/13 Gateway Drive Carrum Downs 3201 or visit their website for online ordering <http://www.psw.com.au>

Please ensure all items of clothing are clearly labelled. There is a green Lost Property bin set up in the 1/2 gallery if clothing is not found in your child's classroom.

SUNSMART POLICY

From September to May, Sun Smart (broad brimmed) hats are compulsory. These hats are available for purchase from PSW. Children will not attend excursions or undertake outside activities without a hat during these terms.

Children who do not have a hat at school will be asked to play in the Rotunda.

Children in Grades Prep to 2 will be asked to remain in a shaded area.

Children are encouraged to wear sunscreen. Please ensure children wear sunscreen to school and have some provided in their bag to reapply during the day.

RECESS AND LUNCH

At Carrum Primary School, we aim to promote a healthy appetite and to encourage the eating of healthy foods.

In the junior grades (Prep-2), please pack play lunch and lunch separately and indicate what your child is to eat at playtime. For Preps, please name their play lunch as this is placed in a classroom basket each morning. Don't be dismayed if they do not eat all you have packed, as children are very keen to get out to play.

We are trying to minimize rubbish at Carrum Primary School and ask that children bring Nude Food (food that is not wrapped) to school. At 10.00am all students have a fruit snack break, and they are encouraged to bring their water bottle each day. Please ensure all lunchboxes, containers and drink bottles are named.

SWIMMING PROGRAM

An important component of the children's physical education is the Intensive Swimming programs. A block of sessions is organised for Grade 3-4 and for Prep-2. Our Grade 5-6 students participate in a beach program during their school camps or other local opportunities as they present.

SCHOOL CAMPS

Grades 3 & 4 and grades 5 & 6 participate in a camping program. You will be notified in advance and payment options are available. Children who do not attend camp are expected to attend school. However, children are encouraged to participate, as camps offer a unique environment for exploring and consolidating learning and for enhancing social and emotional maturity.

LIBRARY

The School Library will be available to your children to borrow books on a weekly basis; they will need a named Library bag for borrowing.

SCHOOL CROSSINGS

Please always use the school crossings. There are five crossings located on Walkers Road, Valetta Street, Church Road, Eel Race Road and McLeod Road. Children will learn to follow your example.

PARKING

Please observe particular parking restrictions around the school. Do not park in or across private driveways or the school's driveway. For the safety of the children, do not drive into the school grounds even if the gates are open.

'Kiss and Go' restrictions are in place at the front of the school. This enables parents to quickly drop off and pick up their children without restricting traffic flow. Please familiarise yourself with these restrictions.

BIKES

Children may ride their bike/scooter to school provided they wear a bike helmet and observe road rules. They must walk their bike across the school crossings and within the school grounds. The bike enclosure is locked during school hours.

HEALTH

Your child's health is very important. If your child is sick, he or she should not attend school. Sick children cannot perform at their best and may infect other children in the class.

In case of infectious diseases, please check this link for illness exclusion times.

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

The school community is notified of incidences of infectious diseases, as some children may not be immunised. Further information and assistance are available from the school office.

MEDICATION

It is recommended students take medication outside school hours. Medication can be administered to children by administration staff provided a Medication Authority Form has been signed, medication has been prescribed by a doctor and is in its original packaging.

To keep your child's records up to date, please keep the administration staff updated with changing health conditions.

All students who indicate they have medical condition will need to supply an action plan and the school will provide a Student Health Support plan.

FIRST AID TREATMENT

Should your child be injured at school, the following process will apply.

- The teacher on First Aid duty will treat minor injuries.
- If your child sustains any bump to the head or other serious injury, you will be notified by a Compass post and follow up phone call.
- It is vital that we are able to contact you during an emergency, please make sure that your contact details are up to date. It is the parent's responsibility to communicate any changes to the office as soon as possible.