



Cranbourne East Primary School

No 5518

School Information Book



Contents

Cranbourne East Primary School contact details

Principals welcome message
School Council President's welcome message

School vision and values
Absence notes – student absences
Accidents/ illness
Assemblies

Attendance and lateness
Bike helmets
Book club
Books and personal supplies
Camps and excursions program
Canteen
Change of clothing
Class photos
Cross age tutoring & buddy system
Custody restrictions

Cut off dates for school activities
Does your child know

Dogs in the school grounds

Drug Education & Life Education
Education week
Enrolment forms

Food in school

Headlice

How parents can help
Inquiry Based Learning

Late pass
List of infectious diseases
Lost property

Lunchtime groups
Medication at school
Mobile phones
Money at school
Newsletter/ notices

Nut Free Environment

Out of School Hours Care program (OSHC)

Parents Association (fundraising)
Parents collecting children

Parent teacher communication
Personal appearance
Physical education

Primary Welfare Officer
Punctuality
Reporting and Curriculum Days
School Council
School Council members
School library
School crossing

School times
School visitors
Sign out book – early leavers

Student Representative Council

Special events and activities
Specialist programs
Student banking day

Student dress code

Student Engagement Guidelines

Sun Smart Policy

Sustainability

Toys and valuables

Traffic congestion

Transfers

Transitions (To school, In school and To Year 7)

Website

CRANBOURNE EAST PRIMARY SCHOOL No 5518

PRINCIPAL	Mr Garry Rolfe
ASSISTANT PRINCIPAL	Mrs Michelle Wrigley Mrs Kathy Jones Miss Lisa Roolker Mrs Anneliese Kosach
BUSINESS MANAGER	Ms Faye Hanks
OFFICE STAFF	Mrs Maria Bushe Mrs Ailsa Cooke Mrs Leanne Hodgson Mrs Tania Hiroa-Maiava Mrs Bev De Souza
First Aid Officer	Mrs Natalie Okey
SCHOOL COUNCIL PRESIDENT	Mr Tony West
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Cranbourne East Primary School

Cranbourne East Primary School is a place of outstanding learning and professional practice. It is a happy, exciting and engaging information technology rich learning environment, where student centred learning occurs and learning programs are led by professional learning teams who make a real difference and meet the needs of each and every student at a local level within a global setting. Staff at all levels work towards a shared vision as part of a harmonious team and work effectively with the local community to create a school environment that is co-operative, caring, encouraging of community involvement and which celebrates success.

All staff at Cranbourne East Primary School are prepared to embark on a journey of continuous learning and reflection to contribute to the evolution of a learning community. Staff have the capacity to deliver the levels of energy, enthusiasm and flexibility to respond to the large workload and face the many exciting challenges that a school entails. Individually and collectively staff have the belief that they possess the ability to contribute to the creation of a school of excellence.

The core purpose is to help children grow into lifelong learners and future citizens. The school is a place that encourages and enables professional learning and effective teamwork as well as developing a strong, welcoming and inclusive school community.

The school is an exciting state of the art facility built under the Partnerships Victoria in Schools Project (PViS), which opened at the start of the 2011 school year. The school facility brings together the best in contemporary educational design and promotes active student-centred learning through the creation of flexible, functional spaces. Key features of the school include: high expectations for all learners, high quality teaching and innovative learning opportunities based on personalised and inquiry based learning, well-resourced programs, an environmentally sustainable facility and high level parent and community involvement.

The building is designed around innovative learning spaces and flexible multipurpose learning neighbourhoods. In addition there are cutting edge performing Arts and Science learning spaces, a learning resource centre, Music studio, ICT rich resource hubs (desktop and notebook computers, interactive television, iPads, interactive whiteboards etc), football and soccer ovals, indoor physical education gymnasium, playgrounds, Pirate Ship playground and sandpit, shade areas and environmental wetlands.

Cranbourne East Primary School is located in the Hunt Club Estate in one of the fastest growth areas in the South Eastern corridor. The school is located on Bowyer Avenue (Melways ref 134D4).

The school is built for a long-term student enrolment of 450 students, which has already occurred with the current student enrolment in excess of 1100 students. The school is located on the same site with an outpost of Marnabek Special School and Cranbourne East Secondary College and shares facilities including the gymnasium, theatre, soccer and football grounds. Shared-use facilities are a valued feature of this school site. A three-room kindergarten has been constructed by the City of Casey adjacent to the primary school site.

Staff continue to develop and enhance a curriculum model that is child centred and operates in a learning environment that encapsulates complimentary alignment of space, pedagogy belief and values. The cutting edge, purpose-designed facilities reflect a twenty-first century educational approach to teaching and learning through the provision of open flexible learning areas capable of catering for a range of student groupings.

WELCOME TO CRANBOURNE EAST PRIMARY SCHOOL

Message from the Principal

I would like to offer you a very warm welcome to Cranbourne East Primary School.

Throughout the school you would have seen our students working productively and co-operatively in their learning neighbourhoods under the care and guidance of the best teaching staff available. We are able to locally select our staff and this in turn has meant that the teachers chosen have been of the highest quality, committed, hard working and ready to give of themselves to ensure that every child at Cranbourne East Primary School is always encouraged to do the very best they can. We constantly strive for excellence and we encourage the children to do likewise.

A big part of why this school is an excellent school is due to parental involvement in classrooms, on camps, in the library, etc. We encourage parents to participate in the education of the children by working together to form the home and school partnership. Working together we can make an enormous difference to the lives of our students. We know that children can develop much more meaningful and positive attitudes to school and learning if parents participate in the processes. We encourage you to:

- Visit the school and speak to the teachers, Assistant Principal or myself about any questions you may have.
- Become a member of the School Council (elections are held in March).
- Attend school activities and special events, information nights etc.
- Become involved in the Parents Association fundraising group.
- Assist as a parent helper in your child's classroom, on excursions and camps etc.
- Share your child's enthusiasm for learning both in and out of school, ask your child about the best part of their day, listen to them read each day etc.
- Ensure your child attends school each day (unless ill). Your child cannot be engaged in their learning if they are not at school. It's Not Okay To Be Away!
- **Ensure your child is on time each day to commence their learning at school.**

We trust that your child will have a very safe and happy start to school life at Cranbourne East Primary School and that you will become an integral part of your child's and our efforts, to succeed. I assure you that all children will have the best educational opportunities that we can offer.

On behalf of the staff, I look forward to sharing an enjoyable and exciting time with you as your child progresses, develops and matures at Cranbourne East Primary School.

Kind regards

Garry Rolfe

Principal

SCHOOL COUNCIL PRESIDENT'S WELCOME

Hello! I'm Tony West and I have been president of the Cranbourne East Primary School Council since our school opened in 2010. My wife Paula and I have our one daughter in our school. Our other daughter graduated from Year 6 last year year and they tell us every day that they love going to school. They are learning new things all of the time and enjoy sharing the things they learn with us. And it's not just sharing and learning in their own grades; the interaction between the students at all levels means that every child gets the collective learning experience of all the children at the school. It gives the children a greater sense of belonging, and it makes it their school.

And, all of the parents are a part of our school as well. We encourage the input, encouragement and support you give to us.

So, welcome to our school community. Garry all of our teaching and office staff and the School Council members are available to answer any queries you have about life at our school. We look forward to seeing your children grow with us.

Tony West

School Council President

CRANBOURNE EAST PRIMARY SCHOOL

Our school vision is based on students being happy, safe and engaged in an information technology rich learning environment. Where student centred learning occurs and explicit teaching and inquiry-based learning programs are led by professional teaching and learning teams who make a real difference and meet the needs of every student at a local level in a global setting.

Key features of the school include:

- High expectations of all learners
- Focus on high achievement
- Students having high expectations of each other
- High quality teaching and innovative learning opportunities based on co-teaching, personalised and Inquiry Based Learning
- High expectations by teachers of each other
- Well-resourced programs
- Inclusive for all students
- Environmentally sustainable
- High level parent and community involvement

VALUES

Respect – People are valued, able and responsible and should be treated in ways that acknowledge and extend their worth, talents and abilities. Being well mannered, considerate and tolerant.

Responsibility – Taking ownership for our actions. Trying your best, not giving up or taking the easy way out.

Relationships – Education is a collaborative, co-operative activity in which mutuality can be enhanced. Effective interaction between the staff, students and school community is a key feature.

Rigour – Human potential can be realised best by facilitating the right conditions to support higher order learning, creativity and excellence within our learning community.

Resilience – Feeling secure both physically and emotionally, dealing effectively with situations and having the ability to bounce back.

Cranbourne East Primary School provides a warm, challenging, comprehensive and rich curriculum for all children in a happy, caring environment.

ABSENCE NOTES – STUDENT ABSENCES

Whenever your child is absent from school, a brief note, phone call or personal contact explaining the absence is required. Absence notes should be provided **immediately on return to school**. A form will be sent home for unexplained absences.

If your child is absent it would be appreciated if you could notify the office on 5990 0400 before 9:00am.

ACCIDENTS / ILLNESS

Unwell children will be observed in the sick bay for a short time. Should their condition persist parents will be contacted and asked to make arrangements for their child to be collected.

In cases of minor illness/injury, school staff will administer first aid. In cases of major illness/injury, medical aid will be called and every effort made to contact parents. Of course, if a child is unwell in the morning it is certainly inappropriate to send him/her to school. In case of infectious diseases, refer to the list contained in this booklet, which indicates clearance for return to school.

ASSEMBLIES

Whole school assemblies are held in the Gym at the end of each term. Weekly 'on-line' assemblies are streamed live and can be viewed on the Internet for the purpose of communicating to the entire school community matters of general interest or to celebrate the achievement of our students. Parents are most welcome to attend assemblies on days in the Gym or 'log on' via the link on the school website. Parents are welcome to attend the school to view the 'on line' assembly and are asked to please report to the school office by 1:00pm on a Tuesday. Assembly dates are published in the newsletter each term.

ATTENDANCE & LATENESS

It is most important that students attend school every day with the exception being for genuine illness.

Absenteeism has become a big issue and it's an issue that is not owned exclusively by schools. The wider school community, parents and students need to fully understand the impact of missing many school days.

A key message that needs to be embraced by schools, parents and the wider community is that **'It's Not Okay to be Away'**. The 'fallout' of poor attendance is very real. These students will be at risk of not achieving their potential and therefore limit their life choices. Other real consequences are:

- Social isolation
- Students may place themselves at risk of harm while absent
- Students could get too easily involved in socially unacceptable and/ or illegal activities
- Will have gaps in their learning of knowledge and basic concepts
- May feel insecure in the school environment
- More likely to leave school early
- Be over-represented in the juvenile justice system
- Be the victims of bullying and harassment.

When you consider all the above, schools, parents and the wider community need to work in partnership with each other to ensure students regularly attend school, are on time to commence their learning and enjoy school success and as a consequence more enriched life choices.

BIKE HELMETS

The wearing of approved bicycle helmets is compulsory for all cyclists.

Vic Roads recommends that children under the age of 9 should not ride bicycles to school unless supervised by an adult. Only students in Year 4 and above are permitted to ride to school (unless under the direct supervision of a parent). It is the parent's responsibility to ensure that bikes are roadworthy – tyres, chain, brakes, lights (if any), seat/handlebar height, pedals, reflectors etc. The Bike Education program is conducted during 2015 for students in Year 4.

Students in Year 4 and above may also ride scooters (no roller blades, skateboards or variants) to school (unless supervised by an adult). Again students are required to wear an approved safety helmet. Bikes and scooters are not to be ridden on the school property.

BOOKCLUB

The school will act as an agent for Lamont Book Services who offer paperback books at reasonable rates. Catalogues are distributed approximately once per term with a set return date. If selections are required, order forms should be returned to the classroom teacher with the correct money included in an envelope marked BOOK CLUB. Delivery of books takes approximately 4 weeks.

BOOKS & PERSONAL SUPPLIES

Details about initial supplies of classroom materials and requisites are distributed to students towards the end of each school year for the coming year. Children receive their supplies delivered to home prior to the commencement or early in the school year. Should your child run out of supplies or lose requisites you will be required to replace them.



CAMPS AND EXCURSIONS PROGRAM

The camps program is conducted as part of an overall Outdoor Education program. The camps and excursions are well planned and are operated well within the DET safety and welfare guidelines. Information regarding camps and excursions will be provided in the newsletter and sent home in the form of a notice (and reminders including SMS reminders). Where appropriate, information sessions are provided for parents regarding a camp.

Please note that all cut off dates for payment are to be strictly adhered to. Should parents experience difficulty meeting a payment date, they are to contact the Principal to discuss an extension of time or payment arrangement.

Year 3 Camp

The Year 3 camp is conducted at the Briars Camp in Mt Martha. This venue is ideally suited to the year level and offers a wide range of fully supervised activities. Accommodation and catering is well matched to the Year 3 group.

Year 4 Camp

The Year 4 students attend the Melbourne Discovery City Camp. This camp provides excellent, well-designed, modern facilities including accommodation areas and quality catering ideally suited to the needs of this group of students.

Year 5 Camp

The Year 5 students attend the Phillip Island Adventure Camp.

Year 6 Camp

The Year 6 Camp is to be conducted at the Woorabinda School Camp Yallourn North.

Year 2 students participate in a sleepover at school in preparation for their Year 3 Camp.

Camps are a vital part of an enriched curriculum. Parent involvement in attending camps is most welcome and any parents attending a camp are required to be approved by School Council and meet the requirements of Working With Children (WWC) check. Forms are available at the local post office.

Information nights will be conducted prior to any year level camp and parents are always welcome to discuss camp matters with the camps co-ordinator or area level team leader.

CANTEEN

The school canteen provides food and confectionary for sale that takes into account the guidelines expressed by the DET publication 'Nutrition Guidelines for School Canteens and School Councils'.

The canteen operates each day of the week for lunches, drinks and snacks. The canteen will also be open at recess and lunchtime for drinks and snacks. Lunches only can be ordered using the Munch Monitor online ordering system. To place your order, set up an account and then simply log onto the website to choose your child's lunch directly from the canteen menu. With this system you have the convenience of ordering up until 8.30am on the morning the lunch is required, and up to 28 days in advance should you wish.

For more information on how the system works and its benefits please visit the Munch Monitors website www.munchmonitor.com or contact the Munch Monitors team by email at help@munchmonitor.com. At present the canteen is contracted and as such parent assistance is not required.

CHANGE OF CLOTHING

Our school grounds can become wet in the winter months. This creates a problem because often we do not have sufficient dry clothes for children who get wet. To help us overcome this we would like children in Year Foundation (Prep) to Year 2 to have a change of clothes in their bag during the wet weather.

If your child receives a change of clothing from the school, we would appreciate you washing them and returning the items to school as quickly as possible as our supply of clothing is very limited.

CLASS PHOTOS



Class photos are taken each year. A note will be sent home well in advance of the photographs being taken. This note will give an explanation of the date, costs, ordering and methods of payment.

CROSS AGE TUTORING/BUDDY PROGRAM

At times during the year your child may be involved in cross age tutoring activities. Children have been teaching each other how to do things very successfully for a long time. It has academic and social benefits for both the younger and the older children. Cross age tutoring promotes a more caring, understanding attitude between age groups. Examples of students of different ages mixing together include the Buddy System and Modelled Reading.

CUSTODY RESTRICTIONS

The class teacher and school administration need to be informed of any custody restrictions or intervention orders against members of your family in regards to your children.

CUT OFF DATES FOR SCHOOL ACTIVITIES

Please note that cut off dates for return of consent notices and payment for school activities is to be strictly adhered to. An initial excursion or activity notice is to be provided to each child requesting attendance or participation at an activity. The notice will contain the final date for return of the consent form and payment, and with applicable payment instalment dates.

The activity information will be promulgated in the newsletter, on Compass Reports Manager and on the school website. Parents will receive a reminder notice, SMS notification or phone call prior to the cut off date of the activity if the school has not received the notice or final payment. If a student is absent on the cut off date, parents are expected to contact the school to discuss their child's attendance at the activity. If parents experience difficulty meeting a payment date, they are to contact the Principal requesting an extension of time or payment arrangement. All payments are to be made prior to any student attending an activity.

DRUG EDUCATION & LIFE EDUCATION

The school has developed a comprehensive Individual Schools Drug Education Strategy (ISDES). Every student will be participating in age appropriate lessons that cover a wide range of drug and health related topics, ranging from the human body and how it works, healthy eating and nutrition, medicines and drugs, bullying, resilience and social skills. The sessions are fun, interactive and really extend and develop the children's understanding of the topics covered.

The Life Education Van and program supports the delivery of drug education and life education. Parent information sessions are conducted prior to the programs commencing each year.

DOES YOUR CHILD KNOW

- The safest way to and from school and how to cross a busy road.
- How to place things away in their bags after using them (including closing the bag).
- How to eat lunch and recognise recess and lunch foods.
- That he/she must go home straight from school (unless other arrangements are in place) – no visiting friends without permission.
- Not to go anywhere with strangers.
- How to go to the toilet and wash hands before eating.

DOGS IN THE SCHOOL GROUNDS

Parents arriving at school with dogs are requested to remain outside of the school grounds and away from the entrances as some children experience distress when near animals. We thank you for your co-operation with this matter.

EARLY LEAVERS

There will be occasions when it is necessary for students to leave school prior to the normal dismissal time. On these occasions children must be collected by a parent or guardian or authorised adult. The time of departure, students name and adult signature must be recorded on the Early Dismissal Register located at the main office. Students will be informed to report to the office with their bags by the office staff.

EDUCATION WEEK

Parents, Grandparents, relatives and friends are always welcome in our school and many visit us on a regular basis to participate in their child's education. During Education Week, time is usually allocated for parents to visit not only their child's own learning space, but the school environment in general and watch the school programs in action. At times a special events activity is organised by the Special Events committee to coincide with Education Week. We hope you can come along.

ENROLMENT FORMS

All information concerning your child is to be listed on this form. This includes home/business, emergency contact phone numbers and any known medical issues including an asthma or anaphylaxis management plan.

It is essential that the general office be provided updated information particularly emergency, home and work contact numbers.

Information is reviewed and updated by parents at the beginning of each year.

FOOD IN SCHOOL

As a result of the number of staff and students affected by severe and in some cases life threatening reactions to certain foods and food products, no foods to celebrate birthdays or other events can be brought into school. Parents wishing to celebrate special occasions are requested to provide a class game, book or small celebratory items such as stickers, erasers or pencils etc. The school community appreciates support with this matter.

HEAD LICE

Head lice are a continuing concern for parents and teachers alike. The First Aid officer coordinates our Head Lice Management Program. Parents are asked to complete the Head Lice inspection consent included on the enrolment form. If lice are detected in children's hair it is essential that the school be notified immediately.

Children who are found to have head lice are excluded immediately from school. Parents or emergency contact persons are contacted to collect children who cannot return to school until treatment has taken place and a note to that effect provided.

HOW PARENTS CAN HELP

- It is important for your child to get a good night's sleep and a regular bedtime cannot be over emphasised.
- Encourage your child to enjoy reading and listen to your child read on a daily basis. Set up a dedicated reading area at home and introduce reading materials in your home, covering subjects that interest your child.
- A nutritious breakfast eaten in a relaxed atmosphere makes a good beginning to a school day (no chips or cordial).
- Help your child get into a good habit of always having a tissue or hankie.
- In your own interest do not send your child to school if he or she is unwell.
- Preferably no TV before school.
- Please ensure that lunches are well wrapped and nutritious.
- Ensure students are on time to commence the school day.
- Ensure your child wears the correct school uniform.

INQUIRY BASED LEARNING

Exciting curriculum initiatives operate at Cranbourne East Primary School. Our implementation of Inquiry Based Learning across the school is very positive with all teachers using the skills involved in the process to guide the children along the path of effective and relevant learning.

The basic ingredients of Inquiry Based Learning are teacher or child chosen topics, which engender open-ended questioning. The children are then taught skills which enable them to investigate their questions and come up with an answer or solution to a problem.

The skills involved include tuning in, finding and sorting, and applying information as well as designing an authentic learning activity, which makes the whole process relevant and meaningful to the child. Skills such as searching for information from varied sources, note taking, organising thinking and applying different levels of thinking to different situations, summarising information found and looking to the wider community to support the learning.

LATE PASS

If a student arrives to school after 9.00am, they are required to attend the school office, preferably with a parent or guardian, to sign and collect a Late Pass. The student will take the pass to the classroom indicating to the teacher he/she has attended the school office. If the student is not accompanied by a parent/guardian a note must be provided by the parent explaining the reason why the child is late to school. If an explanation is not received your child will be marked as an Unexplained Late Arrival on the school's computer system and a note sent home.

LIST OF INFECTIOUS DISEASES

Disease	Patient shall be excluded from school	Contacts
Chicken Pox	Until fully recovered or at least 1 week after the eruption first appears.	Not excluded.
Conjunctivitis (acute infections)	Until discharge from eyes has stopped	Not excluded.
Diphtheria	Until receipt of medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by the medical officer of health or health officer of the Department and shown to be clear of infection.
Giardiasis (diarrhoea)	Until diarrhoea has stopped	Not excluded.
Hepatitis A (infectious hepatitis)	Until receipt of a medical certificate of recovery from infection, or until symptoms disappear	Not excluded.
Hepatitis B	Until recovery from acute attack	Not excluded.
Impetigo (school sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has begun and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with moisture-proof dressings.	Not excluded.

Leprosy	Until receipt of medical certificate of recovery from infection.	Not excluded.
Measles	Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection.	Non-immunised contacts must be excluded for 13 days from the first appearance of rash in the last-occurring case, unless they are immunised within 72 hours of first contact.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.
Mumps	Until fully recovered	Not excluded.
Pediculosis (head lice)	Until appropriate treatment has begun	Not excluded.
Pertussis (whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from, infection.	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if they have not had whooping cough or immunisation against whooping cough)
Poliomyelitis	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection.	Not excluded.
Ringworm	Until appropriate treatment has begun.	Not excluded.
Rotavirus (diarrhoea)	Until diarrhoea has stopped	Not excluded.
Rubella	Until fully recovered or at least 5 days after onset of rash.	Not excluded.
Scabies	Until appropriate treatment has begun	Not excluded.
Shingella (diarrhoea)	Until diarrhoea has stopped.	Not excluded.
Streptococcal infection, including Scarlet Fever	Until receipt of medical certificate of recovery from infection.	Not excluded.
Trachoma	Until appropriate treatment has begun.	Not excluded.
Tuberculosis	Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious.	Not excluded.
Typhoid and Paratyphoid	Until receipt of a medical certificate of recovery from infection.	Not excluded unless the Medical Officer of Health or a health officer of the Department considers exclusion to be necessary.

LUNCHTIME GROUPS (EXTRA CURRICULA ACTIVITIES)

The school offers a range of extra curricula activities to our students during the lunchtime break. The staff give up their time to share their interests and expertise and provide additional learning opportunities for our students. Activities include: choir, dance club, additional library sessions, aerobics, play dough sessions, science club, and table tennis with many more activities planned.

LOST PROPERTY

Valuable pieces of clothing are found in our school grounds each day. Many items are not named. **It is essential that you name all your child's clothing and belongings.** Lost property is stored on the rack in the outside alcove area near Room 8 (opposite the sick bay). At the end of each term items of clothing not collected are washed and made available to parents or used in the sick bay as spare clothes.

MEDICATION AT SCHOOL

Prescribed medications may be administered to children by the first aid officer only if a medical authority form has been completed. Forms are available from the office. To assist, parents must supply the medication in the original packaging, which gives the name of the student and details of dosage required.

MOBILE PHONES

In the interests of student safety when travelling to and from school, parents may require their child to carry a mobile phone. Student mobile phones are to be handed to the library office at the external window on arrival at school for safekeeping. Mobile phones can be collected upon departure from school at the end of the school day.

MONEY AT SCHOOL

Any payment sent to school is to be placed in a clearly named envelope with the home group and payment details. **All payments are to go directly to the class teacher and not sent to the office.** Students are also encouraged to give large amounts of money brought to school to the classroom teacher for safe keeping.

NEWSLETTER/ NOTICES

A school newsletter is sent home every second Thursday and available on the school website or email notification indicating the newsletter is available on the website. The newsletter contains vital information and helps keep parents informed of the special events and activities at the school. Please ask your youngest child for the newsletter on Thursday afternoon upon his/her arrival at home.

Notices about important events and home group activities or excursions etc are sent home on a Thursday before these events take place. If you are ever in doubt about a particular activity or event, please contact the school or visit our website.

NUT FREE ENVIRONMENT

The school supports a nut free environment due to students and staff suffering severe allergic reaction to nuts and traces of nut products. It is requested your child does not bring nuts, peanut butter or foods containing nuts or traces of nuts etc to school. We thank you for your support with this matter.

OUT OF SCHOOL HOURS CARE PROGRAM

Camp Australia conducts the out of school hours care program for students at the school. The program operates Monday to Friday between the hours of 6:30am – 8:50am and 3:15pm-6:30pm. All information including bookings, account set up and payments etc can be made via the website at www.campaustralia.com.au or by contacting the customer care line Ph 1300105343. Please note the school does not process or handle any administration associated with the OSHC program, all inquiries must be made direct to Camp Australia.

PARENTS ASSOCIATION

The Parents Association is the main fundraising body of the school. This body will conduct a variety of activities including a Trivia Night, Shopping Tour, the Mother's Day and Father's Day stalls etc and source funding through grants from local and state government bodies. The Parents Association assists School Council through their fundraising in improving school facilities. Involvement in the school's Parents Association is a valuable way in which you can contribute to the development of the school in a friendly relaxed environment. A recent and major achievement has been the Pirate Ship playground and sandpit.

PARENTS COLLECTING CHILDREN – DISMISSAL TIME

We ask parents co-operation by not entering the main building, when waiting to pick up children at dismissal time. Unnecessary congestion in the learning neighbourhoods near dismissal time distracts the children and hinders evacuation in case of an emergency. For these reasons we ask that parents wait outside the main building until the students are dismissed at 3.15pm and arrange a location within the school where your child can meet you.

PARENT/TEACHER COMMUNICATION

Communication between teachers and parents is a vital part of your child's development. It is therefore advisable to discuss any concerns or relevant information about your child with your child's teacher. Student led conferences are arranged mid year and end the school year. Informal discussions are welcome although not during class time. Often before school is not a suitable time therefore a mutually agreed time can be arranged with the class teacher.

Appointments to see the Assistant Principal, Primary Welfare Officer or Principal may be made if the need arises. Should parents have questions relating to their children or classroom operation, the class teacher is the first point of contact. Teachers also welcome a chance to discuss programs with parents and while this is usually done formally at the beginning of the year, you may discuss programs with teachers, providing an appointment has been made.

PERSONAL APPEARANCE

Cranbourne East Primary School expects a high standard of personal appearance of all its students – unacceptable hairstyles, coloured hair, shaved haircuts and the adornment of unnecessary jewellery can be a safety concern or lower the tone of the school. Sensible student hairstyles, clean clothes and sensible dress reflect a caring attitude in the school and one's self.

By reinforcing the importance of sensible dress at primary school, parents are preparing their children for the dress requirements of secondary college as well as developing sound personal habits within their children for later life.

In all cases of infringement, parents will be informed with an accompanying letter or phone call explaining why the clothing was deemed unacceptable and requesting co-operation to ensure it is not worn to school again. Only school uniform purchased from Primary School Wear (PSW), the approved school supplier is to be worn to school. The exception being school bags and raincoats.

The Student Dress Code is available on the school website and details personal appearance requirements.



PHYSICAL EDUCATION

Cranbourne East Primary School offers a comprehensive integrated PE program, which covers all areas of the Personal Development Curriculum. The PE program is supplemented with the following activities:

- Swimming and water safety program.
- Camping programs
- Athletics carnival
- Cross Country Carnival
- District Lightning Premiership competitions
- Guest speakers and clinics in specific sport eg. Football/basketball/tennis
- Bike Education program
- Interschool sports program

The school boasts a magnificent indoor, shared sporting facility. This facility allows for the physical education program to continue during inclement weather and for end of term whole school assemblies.

PRIMARY WELFARE OFFICER

The school has a full time Primary Welfare Officer (PWO) in attendance to support student emotional and social development. The PWO also liaises with local government organisations and agencies to support students and families where required.

PUNCTUALITY

To assist the development in children of such qualities as responsibility, good manners and respect for the rights of others, and in order for the school to fulfil its responsibility for the safety and welfare of students, the school insists on punctual attendance. Students arriving at school after 9.00am are expected to bring a note explaining the lateness.

When a child is late it can be a very embarrassing experience and disrupt the class activities. Persistent lateness will be dealt with through the school's student engagement guidelines.

REPORTING (COMPASS) AND TEACHER PROFESSIONAL LEARNING DAYS (STUDENT FREE DAYS)

At Cranbourne East Primary School, we are committed to keeping parents and students informed of learning progress as it occurs through a secure online portal, known as Compass School Manager.

Compass enables the school to communicate information to parents, post important dates and activities on the Calendar, book parent-teacher interviews and most importantly, provide rich, ongoing information about student progress. Parents and students are able to access this information from home 24 hours-7 days a week.

Rather than issuing two hard-copy paper reports each year, teachers provide report comments via Compass every three weeks, while Progress and Semester Reports will be provided online at the end of each term detailing student grade ratings, work effort & behaviour and progress in Specialist areas.

As always, regular communication between teachers and parents continues to be encouraged through either face-to-face interactions, phone calls or appointments.

The Teacher Professional Learning days (student free or curriculum days) are promulgated through Compass, on the website, in the newsletter or via text message service.

SCHOOL COUNCIL

The School Council is responsible for:

- The formation of school policy within DET guidelines.
- The financial management of the school's resources and the accountability to parents and DET.
- The promotion of the interests of the school.
- The employment of some non-teaching staff.
- The development of the school's facilities and their use by others.
- The overall management and development of curriculum of the school.

School Councils generally comprise parents (at least 66%), staff and co-opted members. Elections for half the members are held each March.

Meetings are held twice each term at the school commencing 7:00pm.

School Council Members 2015

Parent Representatives	Tony West	President
	Barry Taylor	Treasurer
	Deb Whitely	Secretary
	Gurneet Jolly	
	Phil Meehan	
	Roslyn Coles	
	Rod Hooper	
	Amanda Woodhouse	
	Mel Morley	

Community member (1)	Vacant	
(2)	Vacant	
Staff Representatives	Garry Rolfe Lisa Roolker Michelle Wrigley Jenni Kelly Deb Whitely	Executive Officer



SCHOOL CROSSING

Please ensure that your children use the flagged crossings and when crossing obey any instructions given by the crossing supervisors. The crossings are supervised from 8.00 am – 9.15am and 2:35pm – 4.00pm. Parents are asked to provide a good example to children and use the crossing when crossing the street even if it means walking a little further to cross the road.

SCHOOL LIBRARY

The library contains an expansive and wide variety of reading materials and is continually receiving new books and resources. Home group teachers visit the library with their class on a weekly basis.

SCHOOL TIMES

The school adopts a no bells policy and does not use the traditional bells or music to announce start or end of school or recess or lunch breaks. At school, we are working towards establishing a calm, positive learning environment where we encourage children to accept responsibility for time management and self-discipline. Children move calmly towards their classrooms at the start of the day and at the end of break times, as opposed to the mad rush that happens in many other schools when the music starts or the bell rings.

By not having a bell, we are also demonstrating respect for our local community, many of whom are shift workers or stay-at-home mums with small children, who do not need to be irritated by the regular unpleasant noise of a bell. We are determined to establish a culture that is in the best interests of our children and our community. Bells are an unnecessary relic from the past that will have no place in our beautiful, modern, new school.

DAILY ROUTINE

8:50AM	Students enter learning neighbourhoods when the teacher is in attendance, place bags etc. Students line up outside their designated class area.
9:00AM	School teaching and learning program commences.
11:00AM - 11:30AM	Morning recess.
1:30PM - 2.15PM	Lunchtime. Students eat lunch in their classroom between 1.15pm and 1.30pm under the supervision of their class teacher. Students are permitted to take food into the schoolyard, but must eat in the designated eating area.
3.15PM	Dismissal. Parents are asked to wait outside of the building until students are dismissed. Please make a place where your child can meet you. School grounds are supervised by all staff until 3.30pm.

SCHOOL VISITORS

All visitors to the school are to complete their details in the Visitors Register at the school office on arrival, sign in and wear a visitor's pass. Through this register, the school is able to account for all people should an emergency situation occur.

Visitor's badges are provided upon signing in to indicate to the school community that the register has been completed.

SPECIAL EVENTS AND ACTIVITIES

The school prides itself on special activities and events, which bring the whole school community together in a fun way. Throughout the year many special activities are organised. Notification of these events will be in the Newsletter and other special notices and on the school website. The school has a special events team to organise such activities.

Special events held throughout the year may include:

- House Sports
- Christmas Carols Concert
- Footy Day
- Education Week Celebrations
- Art show
- Visiting Bands
- Multi Cultural Celebrations

SPECIALIST PROGRAMS

Cranbourne East Primary School offers the following specialist programs: Visual Arts, Physical Education (junior and senior school programs), Languages Other Than English LOTE (Auslan), Science, Sustainability and Technology, Performing Arts (Music) and Information and Communications Technology (Computers – junior school and senior school programs). In addition, the school offers a full time language intervention and English as an Additional Language (EAL) program for students at risk with their learning.

STUDENT DRESS CODE

The Cranbourne East Primary School, School Council has implemented the compulsory wearing of school uniform to enhance the school identity, tone, morale, self-esteem, safety and general appearance of the students. The Student Dress Code also provides clear direction regarding the wearing of jewellery to school. A copy of the Student Dress Code is sent home to parents at the start of each year and is available on the school website and on request from the office.

STUDENT REPRESENTATIVE COUNCIL (SRC) – Student voice

A Student Representative Council operates within the school and is established at the commencement of each school year as a result of a formal election process. Students are drawn from across the school and attend a formal training day, then meet on a regular basis during each term.

Student voice is a valued and welcome process for students to have their say in all aspects of school life.



STUDENT BANKING DAY

The Banking scheme operates with the Commonwealth Bank on Friday mornings. The bank supplies a deposit book. New students are given an application form should you wish to commence a school bank account at the beginning of the year. Forms are available at the office.

STUDENT ENGAGEMENT GUIDELINES

The Student Code of Conduct is based on the development of mutual respect and the promotion of self-discipline. Children are taught and encouraged to monitor and regulate their behaviour. This positive approach requires an emphasis on the recognition of the response to appropriate behaviour both within the class and school grounds. It is important that a partnership exists between the home and school, which provides a positive caring environment in which young enthusiastic children are encouraged to develop and mature.

Behaviour

Basic training in good behaviour is the responsibility of the parent and the home. We will help and develop many social behaviours but **we have no magic formula!** If you let your child behave badly at home he or she will behave badly at school and the results will be disastrous. Remember that at home you are in charge, your children are not and nor are they here at school.

Proper preparation for school behaviour will make it possible to almost guarantee your child's success. There are a set of learning neighbourhood expectations and a set of playground expectations.

Learning Neighbourhood Expectations

- I will treat people and the school environment with respect at all times.
- I will not interfere with the learning of others.
- I will be responsible for my own belongings and workspace and ask politely if I can use other people's things.
- If I need help or want to speak I will put up my hand and wait for the teacher.
- I will do what the teachers or staff in the school ask me to do straight away.

Teachers have a planned approach for recognising and responding to appropriate positive behaviour of students.

Consequences for misbehaviour include:

- Reasonable, related and respectful
- Positive, constructive and logical where appropriate
- Reviewed regularly

If a child is consistently in breach of the classroom expectations a meeting will be set up with parents to discuss and resolve the issue.

Outdoor management procedures

Students who exhibit serious or unacceptable playground behaviour will be withdrawn to a supervised time out area. These incidents will be recorded and, if necessary, further action will occur. In severe cases, parents will be notified via a phone call. For repeated playground misdemeanours parents receive notification through a Referral To Timeout Form.

Outdoor Expectations

- We stay inside the boundary fence at all times and play in the areas when it is our turn.
- Throwing stones or any other objects is dangerous and not permitted.
- Fighting is unacceptable.
- We do not call other students names, be unkind or bully a student in any way.
- Teacher's instructions are to be followed immediately.
- Safe behaviour on playground equipment is expected at all times.
- We look after our school building, toilets, play areas and gardens.
- We wear the approved school uniform. Hats are to be worn when outside during term one and four.

A colour-coded system has been introduced for unacceptable behaviour in the playground. The behaviour codes range from minor offences to problems that need further investigation, consequences and resolution.

The yard duty teachers have behaviour slips with them when they go out on duty. They are coded as follows:

- **Yellow** offences are a little more serious and will receive an outside time-out in the form of walking around with the yard duty teacher for fifteen minutes.

- **Red** offences are more serious and unacceptable and will be dealt with by the Assistant Principal or Principal. The student is to come in from the playground for twenty minutes.

Yellow offences	Red offences
<ul style="list-style-type: none"> • Entering the building other than the toilets during recess and lunchtime • Inappropriate behaviour on playground equipment • Playing in out of bounds areas • Interfering with other children's games 	<ul style="list-style-type: none"> • Bullying • Disobeying teachers • Leaving the school grounds • Throwing objects • Disrespect to teachers • Destroying school property • Fighting • Stealing

If a child receives a yellow slip he/she may do some community service or walk around with the yard duty teacher. If a child receives three yellow slips he/she will receive a red slip and will spend 20 minutes of their lunch recess inside supervised by the Assistant Principal. If a child receives three red slips then the parent is contacted to discuss behaviour and the possibility of an after school detention or suspension from school.

SUN SMART POLICY

Cranbourne East Primary School is a SUNSMART SCHOOL which operates on all aspects of the Sun Smart Policy developed by the Department of Health. Sun Smart recognises the dangers of developing skin cancers as a result of exposure to the sun, particularly during summer. Thongs, singlets or sun tops are not acceptable as suitable school wear.

All parents are requested to adopt the following practices:

1. Children are to wear approved school uniform, which is recommended as Sunsmart approved.
2. Children are to wear approved school uniform sun hats (compulsory during terms 1 and 4).
3. Encourage your child to use 15+ factor sunscreen when outside.

Please note:

Develop a SUN SMART CODE with your child and actively 'SLIP, SLOP, SLAP'.

SUSTAINABILITY

The school maintains an ongoing theme based on sustainability. We can all work together and be sustainable at school. Whether in the classroom or garden there are easy changes we can make to reduce our environmental impacts, save money and still live comfortably.

Classroom strategies include automated switching off of heaters, lighting, fans, computers etc when not in use. A management system monitors air quality and uses a purge system to maintain airflow and cooling. The water is harvested off all buildings on the school site, stored in the wetlands and recycled for use in flushing toilets and watering garden beds.

TOYS AND VALUABLES

Please do not allow your child to bring articles to school which cause harm to others eg toy guns, swords etc. Students are not permitted to bring expensive, valuable or sentimental items to school in case of loss or damage. Please name or label all items brought for Show and Tell sessions (the class teacher can look after these items and not allow them into the playground).

Jewellery is easily lost. Please do not allow your child to wear jewellery to school.

TRAFFIC CONGESTION

To relieve traffic congestion around the school, it would be appreciated if parents would strictly observe traffic regulations and No Parking signs. Double parking is dangerous. Police and By Laws officers from the City of Casey regularly patrol schools at peak times and penalise offending drivers.

One option is to park a short distance from the school and enjoy the walk with your child. For safety reasons parents and students are not permitted to enter the staff car park at any time.

TRANSFERS

Parents, who are moving to a new location are required to transfer a child/ren to another school and are to notify the office and the child's class teacher as soon as possible. Where possible, one week's notice prior to transfer is appreciated. This allows time for teachers to prepare the transfer of the file for the gaining school. A library clearance is required before transfer notes are issued.

TRANSITIONS

The school conducts a highly effective transition to school program for students and families entering the school at Year Foundation (Prep) level. The program consists of visits to the learning neighbourhoods and a wide range of hands on activities including tours and information sessions for parents.

Full details are provided to families upon enrolment and well prior to the program commencing.

In school transitions occur for students moving from Year 2 to Year 3 and Year 4 to Year 5. This program involves regular class visits to the next year level class and participation in learning activities.

The school is working proactively with Cranbourne East Secondary College to provide a smooth and seamless transition to Secondary College life for our Year 6 students. In addition, the current co-teaching model reflects the Secondary College curriculum structure. In term 4 the Year 6 students participate in formal visits and structured programs offered by the College.

WEBSITE

Our school website contains much information about important dates and coming events, newsletters, link to the on-line assembly, policies and programs and much more. Should you not find the information you are looking for, please contact the school office.

NOTES: