

Welcome to
Cranbourne Primary School

No: 2068

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*The teaching and learning pedagogy at Cranbourne Primary School is developed on a **RECIPE** (Relevant Engaging Challenging Innovative Personalized Exciting) based curriculum that supports the members of the school community to develop intrinsic **PRIDE** (Persistence Responsibility Independence Discipline Enthusiasm) in their learning.*



Information Booklet

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Contents

Contents	2
Principals welcome message	3
School Profile	4
School Council President's welcome message	5
School vision and values	6
Attendance/Absence	7
Accidents/Illness	7
Assemblies	7
Book Club	8
Books and personal supplies	8
Canteen	8
Change of clothing	8
Cross age tutoring and buddy system	8
Curriculum Days	8
Custody restrictions	9
Dismissal time	9
Enrolment	9
Excursions/incursions/camps	9
Headlice	9
Library	10
Lost property	10
Medication at school	10
Mobile phones/electronic devices	10
Money at school	10
Newsletter/ notices	10
Parent helpers	11
Parent teacher communication	11
Personal appearance	11
Photos	11
Riding to school	11
School Council	12
School crossing	12
School times	12
Specialist programs	13
Special events and activities	13
Student dress code/uniform	14
Student banking day	14
Sustainability	14
Sun Smart policy	14
Term dates	15
Toys and valuables	15
Traffic congestion	15
Transferring to another school	15
Visitors	15
Well Being	16

Welcome to **Cranbourne Primary School**.

Your child's early years of schooling (primary) will further develop their learning which, up until now, has been guided and supported at home by you.

Whilst at school your child will be exposed to programs and experiences that are designed to promote and develop your child's:

- academic capacity
- awareness and understanding of their responsibilities
- physical capabilities
- social interactions
- emotional intelligence
- responsible use of ICT
- awareness of self
- sense of belonging within the world.

Our school runs academic programs within learning communities:

- Foundation
- Junior (grade 1 and grade 2)
- Middle (grade 3 and grade 4)
- Senior (grade 5 and grade 6)

Students are taught at 'their point of need' in Literacy and Numeracy.

Students are encouraged and supported to develop intrinsic PRIDE (Persistence, Responsibility, Independence, Discipline, Enthusiasm) in their learning.

Where staff availability and expertise allow, the specialist programs offered will incorporate: PE, Art and Science. LOTE and ICT are developed within the learning communities.

Our school history and development promotes recognition of the past, valuing the present and embracing the future.

Whilst the school has undergone structural and organisational changes which support education in the 21st century – learning in communities with a strong sense of cooperation, independence and creative thinking – the school takes pride in maintaining a respect for its history.

A Rotary Honours board hangs in the main corridor recognising past students who served in WWII, whilst photos of the school from the past century are displayed with pride in the front foyer.



CHERYL VAN DEURSEN
PRINCIPAL

CRANBOURNE PRIMARY SCHOOL

Create Persist Succeed

PRINCIPAL	Mrs Cheryl Van Deursen
ASSISTANT PRINCIPAL	Mrs Di Fernand
BUSINESS MANAGER	Ms Gail Yates
OFFICE MANAGER	Ms Karyn Dickens
SCHOOL COUNCIL PRESIDENT	Mrs Jenni Lorne
SCHOOL ADDRESS	Bakewell Street, Cranbourne
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SCHOOL COUNCIL PRESIDENT'S WELCOME

I would like to take this opportunity to welcome you to Cranbourne Primary School.

The School Council consists of 5 parent members, 3 DET staff members and 1 community member. The role of the School Council is to ensure that the best educational opportunities are offered to all students. The Council oversees the work of sub-committees, including Environment (Grounds and Buildings), Finance, Policies and Programs, Reporting and the Parents and Friends Association.

The School Council meets each month and is open to all parents and community members interested in attending. Actively getting involved in the School Council opens many opportunities, including developing school policies, environmental issues and the allocation of funds from grants and fundraising.

Becoming involved in the School Council is a very rewarding and fulfilling experience, offering you a chance to meet other parents, work closely with staff and enjoy an understanding of the inner workings of how the school runs.

I encourage you to attend a meeting and I guarantee that being involved in the school will be a very rewarding experience for you and your child.

JENNI LORNE
SCHOOL COUNCIL PRESIDENT

CRANBOURNE PRIMARY SCHOOL VISION AND VALUES

*The teaching and learning pedagogy at Cranbourne Primary School is developed on a **RECIPE** (Relevant Engaging Challenging Innovative Personalized Exciting) based curriculum that supports the members of the school community to develop intrinsic **PRIDE** (Persistence Responsibility Independence Discipline Enthusiasm) in their learning.*

At Cranbourne Primary School the staff, students and parents value being responsible learners. We work cooperatively in Learning Communities that support and encourage students to reach their full potential.

We empower, encourage and expect students to be responsible and independent lifelong learners in the local, national and global communities.

VISION

Our vision for Cranbourne Primary School students includes providing:

- An environment where students take responsibility for their learning.
- A challenging and comprehensive curriculum that engages students.
- A highly committed staff that is motivated and enthusiastic about learning and teaching.
- An environment where respect for others and unity between all members of the school community is highly valued.
- A caring and supportive environment where children feel safe and secure.

COMMUNITY CONDUCT

Five rules of conduct have been established at Cranbourne Primary School. These rules encourage and support all members of the community to be responsible and accountable for their choices.

Rules :

1. Be a responsible and supportive member of the learning community
2. Communicate with others in a respectful and courteous manner
3. Stay within your own personal space
4. Use equipment for its correct purpose at the correct time
5. Follow all staff instructions

Developing a school community culture where everyone is responsible for their actions requires the support and commitment of all members of that community.

Developing morals, ethics and social conscience in children requires all significant adults in that child's life to work collaboratively and collectively with a shared goal – staff within schools work hard to assist students to interact socially with a sense of purpose whilst demonstrating responsibility and respect for property and people.

By establishing and maintaining respectful communication we will assist the children within our community to be responsible members of all communities both now and in the future.

ATTENDANCE

Regular attendance will impact your child's social, emotional and academic development at school. International studies have shown that students with high percentages of regular and punctual attendance have a greater potential for life-long achievements.

If your child is absent it would be appreciated if you could leave a detailed message on the school absence line on 5996 1744 before 9:00am. (This will be recorded by our staff and recognised as an official notification)

In the event that you have not notified the school prior to or during your child's absence, please ensure you provide a letter of explanation **immediately on return to school**.

Notices will be sent home regularly for unexplained absences. (Records of absence are a legal requirement for schools so we appreciate your support)

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.

Our first bell rings at 8.50am. Learning communities are open at this time to allow students to get themselves organised for a 9.00am start.

Students arriving at school after 9.00am are expected to be signed in at the front office by an accompanying adult. When a child is late it can be a very embarrassing experience and disrupt the class activities. Persistent lateness will contribute to your child missing valuable instruction time.

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, 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. Parents will be given the pass to take to the classroom to indicate administration staff authorisation.

LATE ARRIVALS

If a child arrives at school after 9.00am and 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 will be sent home.

ACCIDENT/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, first aid will be administered by school staff. 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 on our website, which indicates clearance for return to school.

ASSEMBLIES

Assemblies are held every second Friday afternoon, commencing 2:30pm in the Gym. Assemblies are 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 these days.

BOOK CLUB

The school will act as an agent for Scholastic Book Club who offer educational resources at reasonable rates. Catalogues are distributed regularly. If selections are required, order forms should be returned to the classroom teacher with the correct money included in an envelope marked BOOK CLUB. Cheques should be made out to Cranbourne Primary School. 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. Parent payments that are made to the school include the cost of student requisites. Students are required to have a book bag for the protection of their books and diary. These are to be purchased by parents from the Beleza uniform shop, High Street, Cranbourne.

CANTEEN

Currently we do not have a canteen service at Cranbourne Primary School.

CHANGE OF CLOTHING

Our school grounds can become wet and muddy 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 Foundation Year 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.

CROSS AGE TUTORING/BUDDY SYSTEM

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. It promotes a more caring, understanding attitude between age groups.

CURRICULUM DAYS

Throughout the year curriculum days are planned for teachers to undertake further professional development and training.

Curriculum days are formulated each year to support staff in the development and/or direction of the school. Parents will be notified throughout the year of curriculum days.

CUSTODY RESTRICTIONS

The learning community teachers and front office need to be informed of any custody restrictions or intervention orders against members of your family in regards to your children.

DISMISSAL TIME

Students are dismissed at 3.15pm. We ask that parents wait outside the main buildings until the students are dismissed at this time and arrange a location within the school grounds where your child can meet you. Secondary College students who are sent to collect younger siblings are asked to wait outside the school gates until the bell goes, unless accompanied by a parent.

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 always has up-to-date information, particularly emergency, home and work contact numbers.

Information is reviewed and updated by parents at the beginning of each year. This ensures our ability to contact you in the case of an emergency.

EXCURSIONS, INCURSIONS, CAMPS AND SPECIAL EVENTS

All 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.

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 a payment arrangement well before the cut off date for the event.

Camp opportunities are provided for students in middle and senior learning communities. Where appropriate, information sessions are provided for parents regarding a camp. Any parent helpers on excursions must have a current Working with Children's Check (WWCC)

HEADLICE

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 'Permission to check for head lice' form in the Enrolment Policies pack. If lice are detected in children's hair it is essential that the school be notified immediately. A child with head lice is excluded from school until the day after treatment has commenced, as set out in the Health (Infectious Diseases) Regulations 2001, School Exclusion Table. In the instance where the school receives a number of head lice reports, the First Aid officer will inspect children (with parent permission). Please see the policy on our website for further details on procedures.

LIBRARY

The school has a beautiful, well stocked library. All children are encouraged to borrow books from the library on a regular basis.

The school library program includes special events such as Book Week, Book Bazaars, Book Clubs (you will be notified when these take place via the newsletter). Each class has a timetabled library session - the library will also be open twice a week at lunchtime for students.

LOST PROPERTY

It is essential that you name all your child's clothing and belongings. At the end of each term items of clothing not collected are sent to charity organisations or washed by the PFA 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 staff members only. Written and signed authority must accompany the medication. To assist, parents should supply the medication in a container which gives the name of the student, dosage and the time the medication is to be given. The name of the medication should also be clearly marked on the container.

Medication is to be kept either in the office or a lock box with the home group teacher.

MOBILE PHONES/ELECTRONIC DEVICES

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 home group teacher on arrival at school for safe keeping. Mobile phones can be collected from group teacher upon departure from school at the end of the school day.

The use of any personal electronic device by students to photograph and/or record students and/or staff is strictly prohibited.

MONEY AT SCHOOL

Any payment sent to school is to be sealed in an envelope clearly named with the student's name, home group and activity details. Special purpose envelopes are available from the office, please make sure you keep a supply at home.

All payments are to go directly to the home group teacher and not sent to the office. Students are also encouraged to give large amounts of money brought to school for special events eg. Mother's Day stall to the home group teacher for safe keeping.

NEWSLETTER/ NOTICES

A school newsletter is published every Wednesday. This contains vital information and helps keep parents informed of the special events and activities of the school. Copies of the newsletter are uploaded onto the school website each week. You can subscribe to receive the newsletter by email on the home page of our website (www.cranbourne-ps.vic.edu).

Notices about important events and grade activities or excursions etc, are sent home usually on a Wednesday before these events take place. If you are ever in doubt about a particular activity or event please ask your child's teacher or contact the school.

PARENT HELPERS

For the safety and protection of all students, any adults helping or assisting with students must, by law, have a current working with children's check (WWCC)

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 home group teacher. A Meet & Greet evening is arranged early in the school year and formal personal student progress discussion meetings are organised to coincide with mid-year reports. Informal discussions are welcome, although not during class time. Before school is often not a suitable time, therefore a mutually agreed upon time should be arranged with the home group teacher.

Appointments to see the Assistant Principal 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 Primary School expects a high standard of personal appearance of all its students. By reinforcing the importance of personal appearance and respect of dress codes at primary school, parents are preparing their children for the future requirements at secondary schools and later employment, as well as developing sound personal habits within their children for later life. The Student Dress Code details personal appearance requirements. The code is located on the school website.

PHOTOS

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

RIDING TO SCHOOL

The wearing of bicycle helmets is compulsory for all students who ride to school. Riding includes: bikes, scooters, skateboards, roller skates, roller blades, penny boards (or anything that moves a child on wheels). Vic Roads recommends that children under the age of 9 should not ride to school unless supervised by an adult. It is the parent's responsibility to ensure that bikes are roadworthy – tyres, chain, brakes, lights (if any), seat/handlebar height, pedals, reflectors etc. and that a safety helmet is worn at all times.

Students are guaranteed the safety of their devices through storage in a locked enclosure during the day. For further information please refer to the Riding to School Policy on the website.

SCHOOL COUNCIL

School Councils are responsible for:

- The formation of school policy within DET guidelines.
- The maintenance and cleaning of buildings and grounds.
- 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 of the environment, resources and curriculum of the school.

Councils generally comprise parents (at least 66%), staff and co-opted members. There are usually 8-10 elected members on council. Elections for half the members are held each March. At Cranbourne Primary School we have 5 parent members, a co-opted community member and 3 members of staff. When necessary, elections will be held in March.

SCHOOL CROSSING

Please ensure that your children use the flagged crossings, when crossing at Bakewell Street or Russell Street and obey any instructions given by the crossing supervisors. The crossings are supervised from 8.15 am – 9.00am and 3.05pm - 3.40pm. Parents are asked to provide a good example to children and use the crossing when crossing Bakewell Street or Russell Street.

SCHOOL TIMES

8.50AM	Bell sounds to allow children to enter building and get organised.
9.00AM	Bell sounds for instruction to commence
11.00AM 11.30AM	<i>Morning recess.</i>
1.25PM 1.35PM 2.15PM	Children eat lunch in their classroom between 1.25pm and 1.35pm under the supervision of their class teacher. Children are permitted to take food into the schoolyard, but must eat in designated areas. <i>Lunch time.</i>
3.15PM	Dismissal bell sounds. Parents are asked to wait outside of the building until the 3.15pm bell sounds. Please make a place where your child can meet you. School grounds are supervised until 3.30pm.
3.30PM	Bell sounds. Any children who have not been collected are to go to the office.

SPECIALIST PROGRAMS

PHYSICAL EDUCATION

Cranbourne 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 programs.
- Camping programs
- Athletics carnival
- Cross Country Carnival
- District Lightning Premiership competitions
- Clinics in specific sport eg. Football/basketball/tennis.

The school has an indoor sporting facility built entirely from locally raised funds. This facility allows for the physical education program to continue during inclement weather and for whole school assemblies.

VISUAL/PERFORMING ARTS

Cranbourne Primary School's Visual Art program operates in our well equipped Art room. Students produce beautiful pieces of work that are not only displayed throughout the school but are showcased in our Art show later in the school year. The Performing Arts runs parallel to the Visual Art program and includes various types of performance – singing, dancing, musical instruments and theatre.

SCIENCE

Our Science program operates as a specialist class for students across the school.

ICT

Students will be formally taught programs, skills and responsible use of ICT through this program.

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. The school has a special events co-ordinator to organise such activities.

Special events held throughout the year may include:

- Twilight Sports
- House Sports
- Christmas Carols Concert
- Footy Day
- Easter Parade
- Concerts
- Education Week Celebrations
- Art show

STUDENT DRESS CODE SCHOOL UNIFORM

The 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 available on the school website.

STUDENT BANKING DAY

The Banking scheme operates with the Commonwealth Bank on Friday mornings. The bank supplies a plastic envelope to contain the student's pay-in book and money. This is handed to the class teacher on bank day and generally returned the same day. Foundation children are given an application form at the beginning of the year should you wish to commence a school bank account. Forms are available at the office.

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.

In 2008, water tanks were provided under the Federal Government's water saving initiative and sited to harvest the rainwater from the gym roof. Strategies for sustainability include switching off heaters, air conditioning, computers and lights when not in use and placing containers under the drink taps for use on the gardens.

SUN SMART POLICY

Cranbourne Primary School is an approved SUNSMART SCHOOL which operates all aspects of the Sun Smart Policy developed by the Department of Health. Sun Smart recognises the danger 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 articles, which are recommended as Sunsmart approved.
2. Children are to wear approved school uniform sun hats, whilst out in the open (this is compulsory from 1st September until 30th April).
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'.

TERM DATES

Are available on the school website

TOYS AND VALUABLES

Please do not allow your child to bring articles to school which cause harm to others eg. toy guns, swords etc. It is also not advisable to allow children to bring expensive toys to school in case of loss or damage. Please name or label all items brought for Show and Tell sessions (the home group teacher can look after these items and not allow them into the playground).

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.

To assist in the alleviation of congestion of vehicles surrounding the perimeter of the school, the school has established a partnership with the church at the rear of the school to use their car park at the beginning and end of the school day – this will contribute to a reduction in the movement of cars on the roads directly connected to the school, which will ensure the safety and well-being of our students.

TRANSFERRING TO ANOTHER SCHOOL

Families who are moving to a new location are required to transfer their child/ren to another school. We ask that the office and the child's class teacher are notified 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 new school. A library clearance is also required before transfer notes are issued.

VISITORS

If and when parents/carers/guardians are assisting with educational programs they are required to sign in as a visitor at the main office where they will be allocated a visitor's pass to wear.

All visitors to the school are to complete their details in the Visitor's Register on arrival 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.

WELL BEING – ‘OPTIMISING LEARNING’ for all

The Welfare and Discipline procedures are based on the development and promotion of responsibility and self-discipline. Children are taught and encouraged to monitor and regulate their own behaviour in relation to its impact on others. This positive approach requires an emphasis on the recognition of the response to appropriate behaviour both within the learning spaces and school yard. 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.

LEARNING COMMUNITY MANAGEMENT STRATEGIES

Learning communities follow the 5 school rules (already listed).

Each learning community has a planned approach for acknowledging, recognising and responding to the appropriate positive behaviour of students.

Consequences for misbehaviour (not following the rules) are implemented by staff, following these principles: The response from the staff member is:

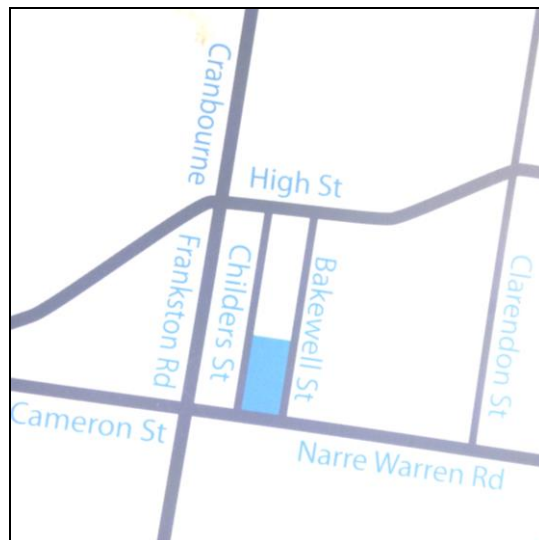
- reasonable, relative and respectful
- positive, constructive and logical (where appropriate)
- recorded where necessary
- Reviewed regularly

In all areas of the school, serious or repeat offences will require students to be sent to the Assistant Principal or Principal. Consequences at this level will vary depending on the severity and the level of response required.

Continued breaches or ‘extreme’ behaviour may result in suspension or potentially expulsion from school.

OUTDOOR MANAGEMENT PROCEDURES

Students are managed by staff on rostered yard duty. For minor issues, the duty teacher’s discretion is used. For more serious issues, the matter is referred to senior staff members for further investigation and to determine appropriate responses and/or consequences.



For your notes.....