

Cranbourne South Primary School

Parent Information Booklet



Positivity

Pride

Persistence

Passion



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WELCOME TO CRANBOURNE SOUTH PRIMARY SCHOOL

Dear Parents and Guardians,

Welcome to Cranbourne South Primary School. We hope this handbook will provide information about our school and help to make your child's start at Cranbourne South Primary School, an enjoyable experience.

We recommend all parents read this handbook carefully to assist in your child's transition. We have a wonderful community spirit and recognises that school and families need to work together to create a partnership to success. We share with you a joint responsibility in helping your child develop their talents and abilities to the fullest extent. It is our aim to provide a supportive learning environment in which your child will feel welcome and happy, whilst acquiring the skills and knowledge required to equip them for life. It is essential that there be open communication and cooperation between home and school so that this shared aim may be realised.

As a parent, you can share in your child's educational development by taking an interest in work brought home, encouraging reading - both to and with your child, showing an interest in books, and participating in classroom programs and special events as well as attending meetings with teachers on both formal and informal occasions.

We look forward to a long and supportive relationship with you and your family.

Kind regards,



MONIQUE CORCORAN

PRINCIPAL



SALLY HERBERT

ASSISTANT PRINCIPAL

DEMOCRATIC PRINCIPLES

Cranbourne South Primary School (CSPS) supports and promotes the principles and practice of Australian democracy, including a commitment to:

- A. Elected government
- B. The rule of law
- C. Equal rights for all before the law
- D. Freedom of religion
- E. Freedom of speech and association
- F. The values of openness and tolerance

IMPORTANT DATES

All school term dates, curriculum (student-free) days and other important events can be found on the [school's website](#)

A TO Z OF CRANBOURNE SOUTH PRIMARY SCHOOL

ABSENCES

STUDENT ABSENCE (away for the entire school day)

When a student is absent, for one or more entire days, the parent/guardian must contact the school by selecting one of the following options.

- Enter the absence using Flexibuzz
- Send a note from home – signed and dated by the parent/guardian
- Call the Office on 9782 2999
- Email the Office: cranbourne.south.ps@edumail.vic.gov.au

LATE ARRIVALS

When a student arrives after the 9.00am bell, they need to be accompanied by a parent/guardian (16 years or older) to their classroom and the teacher must be notified. If students arrive after 9.15am then they must be signed in at the office using [PASSTAB](#). The classroom teacher is then notified and will make the necessary alterations on the school roll.

EARLY DEPARTURES

When a student needs to leave the school before the final bell for the day, they must be signed out by a parent/guardian (16 years or older) at the office using [PASSTAB](#). The parent/guardian must go to the office first to sign the student out and then make their way to the classroom to collect the child. Students will not be released from class unless the parent/guardian has signed the student out at the office prior to collecting the child. As a courtesy, we ask that if possible you notify the teacher prior to any planned early departure, by way of a note sent to school with your child.

For more information about picking up your child or leaving the school grounds please refer [LEAVING THE SCHOOL GROUNDS](#).

FAMILY HOLIDAYS/EXTENDED LEAVE

If your child will be away for an extended time (for 6 days or more), you must seek approval by the Principal Class in advance. The classroom teacher will provide a 'Student Absence Learning Plan', to be signed by the parent/guardian and Principal Class.

CSPS strongly encourages using the school holidays for family holidays, rather than during the school terms.



ATTENDANCE

Regular and punctual attendance is a major focus at CSPA. 'Every day counts' and with the exception of medical circumstances, 'It is not ok to be away!'. We are developing a Culture of Punctuality; students, parents and families.

An 'Attendance Intervention Improvement Team' exists to implement strategies to improve both lateness and attendance of all students. All attendance matters are deemed of the highest priority and in some cases a sense of urgency. Lateness will be recorded from 9.15am. All students arriving after 9.15am are required to have a parent/guardian sign them in directly at the Office. An Attendance Officer will phone parents for verification of lateness for students who arrive at the classroom without a parent, or has not followed the correct sign-in process.

If your child has an unexplained absence, an SMS will be sent to all parents/guardians. You will be able to reply to the SMS to notify the school why your child is absent or you can log onto Flexibuzz and lodge the absence.

IMPACTS OF BEING LATE

What impact does being late have on the student?

Students who are late miss a lot of instructions and information about what is happening, not to mention important learning situations. This means that they have to catch up somehow. It's like being late to see a movie and not being able to understand what's happening because you don't know who the characters are and what the plot is. Students can feel unsettled, disorganised and unhappy for the rest of the day and it can take them some time to complete and understand the work that they have missed.

How does it affect the other students in the class?

Students who are late have an unsettling effect on the rest of the class. Because not all late students arrive at once, the interruptions go on until the last student is settled. Students who are late often have things that need to be done prior to them joining the class and this causes even more disruption. Sometimes other students have to wait to get the teachers attention and important issues can be forgotten.

Why does student lateness cause difficulties for the teacher?

The teacher has a certain amount of material and activities to cover each lesson. Also, organisational issues are usually dealt with at the beginning of the day. Teachers can become increasingly frustrated when late students continually and repeatedly interrupt their planned routines, as they have to stop teaching to deal with the issues involved.

We are all human. Cars can break down and unexpected situations can occur. We know that family morning routines are not always straightforward. If you are experiencing problems, speak to us, as we may be able to offer suggestions to help. We are happy to accept that students will be late on the odd occasion because of unforeseen circumstances.

ACCIDENTS AT SCHOOL

In the event of an accident or injury, [FIRST AID](#) will be administered as required by a trained First Aid officer. When necessary, (especially with head injuries), parents will be notified of the injury. In extreme cases, where a parent/guardian or an emergency contact cannot be reached, and medical attention is necessary, an ambulance will be called.

It is extremely important that current phone numbers for parents/guardians and emergency contacts are kept on file in the office. Please notify the Office immediately if your contact details change.

It is very important that the school is notified about Ambulance Subscription and/or changes.

ADMISSION & ENROLMENTS

To enrol at CSPA, a copy of the child's birth certificate and immunisation form (available through Centrelink) must be supplied. Please ensure that all details on the enrolment form are kept current by notifying the office of changes to your child's information. If there are custody issues involving your child, we need to have a copy of those custody papers on file.



CSPS is open to children from Foundation to Year 6. To be eligible for enrolment in Foundation, a child must have their 5th birthday before the 30th April in the year in which he/she begins school.

Personalised school tours are available by appointment. Foundation tours begin in term 2 for the the following year. Contact the Office to book a tour.

ASSEMBLY

Whole school assemblies are held in the New MP room. Assembly includes singing the National Anthem, Welcome to country, news, sports reports, singing the school song and the presentation of 'Student of the Week' spotlight certificates. Dates and times are published on the website, FlexiBuzz and in the iNewsletter.

ASSESSMENT & REPORTING

CSPS follows the directions from the Department of Education and Early Childhood Development (DET) on the guidelines for Student Reports. Student reports provide parents with clearer, comprehensive and more consistent information about your child's progress as well as suggestions on how you can best support your child's learning. The student report includes reporting in all domains according to the Level guidelines. Click here for more about [NAPLAN](#).

BANKING

School banking is on Tuesdays, provided by the Commonwealth Bank. Please contact your local branch to set up a student account and to receive a coupon book. Foundation children are given forms in the enrolment pack, or in Term 1 of their first year.

BEFORE & AFTER SCHOOL CARE

CSPS has partnered with Camp Australia. This high quality program embraces the school values and builds on the children's educational experiences and individual interests. The program combines active games with planned and unplanned play, quiet time, homework time and a healthy snack. All staff are trained educators. For more information, session times and booking details please contact [CAMP AUSTRALIA](#).

BELL TIMES

8.50am: Bag bell 8.57am: Music 9.00 - 9.50am: Period 1 9.50 - 10.40am: Period 2	10.40 - 11.10am: Recess 11.10 - 12.00pm: Period 3 12.00 - 12.50pm: Period 4	12.50 - 1.00pm: Eating time 1.00 - 1.50pm: Lunch 1.50 - 2.40pm: Period 5 2.40 - 3.30pm: Period 6 3.30pm Dismissal [^]
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Staff are on yard duty from 8.45 - 9.00am and from 3.30 - 3.45pm.

An end of day bell will be rung at 3.45pm and all remaining students in the yard MUST report to the office.

Students who have arranged to be picked up at the end of the day at the office, to wait outside the office doors (unless raining) until the 3.45pm bell.

[^]Classes are dismissed early on the last day of each term. Terms 1, 2 and 3 is at 2.30pm, Term 4 is at 1.30pm.

BICYCLES & SCOOTERS

Students are encouraged to ride their bikes or scooters to school and must walk their bikes or scooters when they enter the school grounds. It is advisable to bring a lock to school to lock bikes onto the bike racks provided. It is the student's responsibility to take care of their bikes. The school will not be responsible for the damage to, or theft of a bike or scooter. If



your child rides his/her bicycle or scooter, an approved helmet must be worn. Students who refuse to wear their helmet will be banned from riding to school. Parents will be notified in this circumstance. Students riding to school must obey the road laws.

BIRTHDAY FOODS

The following guidelines apply if you would like to bring any food items (such as cake or lollies) to school to help celebrate your child's birthday:

- You **MUST** speak with the class teacher **FIRST**, before the day, to organise an appropriate day for the food items to be brought to school and to get the teacher's permission to bring the food items.
- You **MUST** provide a full list of ingredients for all food items when they are brought to school. No nuts or nut products will be allowed.
- On the day agreed to by the teacher, the food items and ingredient list need to be delivered by the parent to the classroom teacher. They will be distributed to the students by the classroom teacher at the end of the school day.

Please refer to the school website to view the [ANAPHYLAXIS POLICY](#).

BOOK LISTS

Each year CSPS prepares a list of materials for your child to use in the classroom throughout the following year. You are given the option to buy through the school or you can refer to the current book list located on the website to buy your own. Generally most families choose to purchase through the school for ease and costs, but this is your decision.

Information regarding booklists is circulated in Term 4 for the next year. Full payment or arrangements such as a payment plan must be made by the end of Term 4. Students will not receive their books and supplies until payment has been received. Once received, books and materials are distributed to your child in the first week of school. Most classroom teachers store these materials for your child.

BOOK WEEK & BOOK FAIR

Book Week is usually in August of each year, but we celebrate this along with a book fair in Term 4 as we are busy with [SCHOOL CONCERT](#) preparations in Term 3.

BUDDY SYSTEM

There are two 'buddy' systems in operation at CSPS. The benefits of a buddy system are twofold - the older children learn to take on responsibility, while the younger children know that they have a fellow student they can confidently turn to for support.

Buddy systems help to promote friendship and support between older and younger peers through regular collaboration between their classes, creating a sense of whole-school community and increase the likelihood of positive school behaviour..

CAMPS

Camps are held annually for students in Years 4, 5 and 6. Ample notice is given before these events take place and there is the option for parents/guardians to pay in instalments.

CANTEEN

See [LUNCH ORDERS](#)

CAR PARK

The staff car park is for staff cars only and is out of bounds for any other vehicles. Please do not drive into/onto the school grounds. Roadside parking is available outside the school. It is important to adhere to the road signs to avoid Council fines. The staff car park is not a safe area for children to walk through on their way home or to meet their parents. Students with medical needs can request the use of the staff car park by contacting the Principal.

CHILD SAFE

CSPS is a CHILD SAFE school. It is everyone's responsibility to ensure that children are safe. We have an appointed "Child Safe Leader" and policies and processes in place to protect the care, safety and welfare. We have zero tolerance of any abuse of children and ALL concerns MUST be reported by staff. The Child Safe standards apply to school staff (including volunteers and contractors), visitors and students' family members. Training is provided and support given to staff, to ensure the standards are met and procedures carried out in order to ensure all roles and responsibilities are completed. We have a set of procedures to respond to and report complaints of any form of child abuse. We want to ensure you know how we are keeping your children safe at school and how we would like you to support us.



CLASSROOM NUMBERS & LOCATIONS

Please refer to the most recent map of [CLASSROOMS](#).

COMMUNICATION & INFORMATION

School Website

Refer to the schools' website for all forms, events and other up to date information. The events listed on the website connect to the calendar on the [FLEXIBUZZ](#) app, as do they recent posts.

FlexiBuzz App

CSPS utilises the FlexiBuzz app as an additional communication tool. We strongly encourage families to follow the prompts to gain access to the Cranbourne South Primary School box and select which boxes are relevant to your family. These boxes are password free. You will receive push notifications and diary events specific to your child, as well as whole school events - see below. Download instructions [HERE](#).

CONCERT & ART SHOW

The concert is held off-site annually in term 3. There is always a theme and each and every class performs an item identified under this theme. This concert is led by the Year 6 students and school leaders. The concert now features an Art Show where students proudly display an item that has been created as part of the [ARTISTIC FLAIR](#) program.

CONTACT DETAILS

The school telephone number is (03) 9782 2999

The school fax number is: (03) 9782 2656

The school email address is: cranbourne.south.ps@edumail.vic.gov.au



CURRICULUM DAYS / PROFESSIONAL DEVELOPMENT

In the school year, there are four pupil-free days for Professional Development. These are organised by the Principal and staff in line with DET priorities and the school goals.

The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students.

DOGS

For the safety of self and others, dogs are not permitted in the school grounds.

EATING ARRANGEMENTS

Brain Food

At 10.00am each day, students in Foundation, Years 1 and 2 have a five minute break to eat 'brain food'. Other year levels are at the discretion of the classroom teacher. Brain food is a small amount of bite sized pieces of fruit and/or vegetables, e.g. an apple, a banana, carrot sticks, celery sticks, etc.

Plastic Reusable Water Bottles

Children must bring a labelled plastic reusable water bottle to school to ensure they do not become dehydrated during the day. Teachers allow students to have their water bottles in class. Water only. No juice please.

Recess

Recess refers to the morning break of 30 minutes from 10.40 am – 11.10am on a normal day. Students should bring a healthy snack to eat during recess. A piece of fruit or similar snack is suitable. Please explain to your child the difference between the food for snack/recess and food for lunch.

Lunch

Lunch is eaten in the classroom from 12.50 pm-1.00 pm under the supervision of the class teacher. If students do not finish their lunch during this time, they can take their remaining items to the large rotunda to finish. Click here for more information about how we encourage [NUDE FOOD](#).

EMPOWERMENT PROJECT

The aims of the Empowerment project are to:

- Implement a shared approach to supporting the health, wellbeing, inclusion and engagement of all students (FISO: Setting expectations and promoting inclusion).
- Ensure students fully and proudly participate in school life and have a greater say in the decisions that affect their learning and their lives at school (FISO: Empowering students and building school pride).
- Strengthen connection and relationships within a local community perspective (FISO: Building Communities).
- Partner with organisations in the local community to make fuller use of existing community resources and capabilities (FISO: Building Communities).

As outlined in the Annual Implementation Plan, we are committed to embed the school rebranding within all facets of school organisation: teaching and learning, community engagement, publicity and promotion and the [LIVELY LEARNING](#) program.

ENROLMENT

See [ADMISSION AND ENROLMENTS](#)



EXCURSIONS & INCURSIONS

Excursions for all year levels are planned to compliment the various school programs. Cost is always a consideration and parents will receive ample notice of activities and costs involved.

FEELING WELCOME

CSPS takes pride in the motto “Partnerships to Success”. Staff, parents and students need to work together to promote social and academic growth. Therefore we encourage an open door approach. If you have a question or concern, please make an appointment to see your child’s classroom teacher, Assistant Principal or Principal. Appointments for the Principal class can be made at the Office.

FIRST AID/SICK BAY

The First Aid room is located in the main building in the breezeway. A First Aid Coordinator is present at all times and will assess the child and take appropriate action.

HATS

For the safety of our student we encourage a ‘No Hat, No Play’ policy beginning of mid-August until the end of April. Students without broad brimmed hats will be restricted to designated shaded areas. Broad brimmed hats are available for purchase from the Office.

HEAD LICE

Parents should continually check their child/children for signs of head lice. Any lice found should be treated immediately and retreated after 7 days. Other members of the family should also be treated. School uniform, hat, bedding and toys need to be washed or disinfected.

Please inform the school office so that a notice can be sent home with the other children in the class, alerting their parents to the presence of head lice. Information about the treatment of head lice is available from the Office. It is preferable that long hair is tied up in order to prevent lice spreading.



HOME LEARNING

Home learning can be in many forms including: projects, reading, tables, mathematics, spelling and problem solving. Please refer to the [HOME LEARNING](#) policy for more information.

When students are out of the school for a period of 6 or more days, a “ Student Absence Learning Plan” will be submitted to the Principal Class for approval.

HOUSE SYSTEM

The four team names and colours are:

Wiiny - Red	Baany - Blue	Munmut - Yellow	Biik - Green
			

The house names were defined in consultation with local Indigenous groups.

Students will be placed in a house upon enrolment. Students represent their house in a variety of planned activities throughout the year such as cross country, athletics and spelling bees. Points are collected prior to each assembly with the winning house being announced. Students are required to purchase a house top as part of their [UNIFORM](#) to wear on Fridays. Each house has a chant. Year 6 students are elected as House Captains.

ICT

Information/Communications Technology (ICT) is an integral part of student's learning. CSPS is a Google school. There are computers/devices in all learning areas. Students are issued with personal accounts and parents can contact staff using Gmail accounts. Each learning space also has interactive panels. Students visit the Google studio during the week as part of their timetable. We promote and encourage the safe and responsible use of all ICT devices at all times. Refer to [ACCEPTABLE USE OF ICT POLICY](#)

INFECTIOUS DISEASES

Refer to [INFECTIOUS DISEASES](#)

JEWELLERY

Children should not wear jewellery to school. Neck chains, bracelets and rings have the potential to be caught in clothing and equipment and cause serious injury when children play. If children have pierced ears then only studs or sleepers should be worn. Refer to the school's [UNIFORM POLICY](#).

JUNIOR SCHOOL COUNCIL

As part of the student leadership program, two children from each class will be elected by their peers to be Junior School Councillors. They represent their peers in matters concerning the school, conduct fundraisers, have input into certain school procedures and operations and act as representatives in the wider community. Students will register their interest and present speeches to their new class each year.

KISS & GO ZONE

The "Kiss N Go" drop off is located on Browns Road. Children are to exit the car at the drop off point only. There should be NO pedestrians in this zone.



LATE PICK UP

If you are delayed for school pickup, please contact the office as soon as possible. If you know prior that you may be running a few minutes late instruct your children to remain in within school grounds (the large rotunda is a safe spot). If you cannot arrive by 3.45pm, a school bell will go, that means all children remaining in the school grounds must report to the Office. Parents/emergencies will be contacted.

LEAVING THE SCHOOL GROUNDS

Children are not permitted to leave the school premises during school hours unless accompanied by an adult. If your child has an appointment to attend, then he/she must be signed out at the Office using Passtab before you collect your child from the classroom. If someone different is picking up your child, please send a note to the teacher or contact the Office. Also see [EARLY DEPARTURES](#)

LIBRARY

Library Books provide enjoyment and pleasure for children and a stimulus for the language and reading skills that will be expanded in their primary school years. Your child can borrow books from the school library and will visit the Library every week. You can help your child by talking to them about their library books and how to look after them; reading library books to/with your child and if possible, coming into the library and seeing the books available or sitting and reading a story to your child in the library. Library books can be borrowed for a maximum of two weeks. If your child's library book is lost or misplaced, you will be charged the cost of the book so that it can be replaced. The money will be refunded if the book is found. When at home, we suggest you keep your child's library books in a common place for easy accessibility. This will also encourage your child to be responsible for the books they have borrowed.

If you are keen to help out in the library, cover books with contact or have any questions please contact the library technician on Tuesdays.

LIBRARY BAGS

All students must have a library bag to help protect the books, such as calico bags. These bags are not provided by the school.

LIFE EDUCATION VAN

The Life Education van visits every year. Students will be covering a wide range of health and drug related topics during these sessions including how the human body works, healthy eating and nutrition, medicines and drugs, bullying, resilience and social skills.

LIVELY LEARNING SUBJECTS (Specialist Curriculum)

Artistic Flair

Artistic Flair incorporates dance, drama, media arts, music, visual arts and visual communication and design. In addition, CSPS partners with uLearn Music to provide instrumental tuition for individuals or small groups. Refer to [MUSIC LESSONS](#)

Cultural Fusion

Cultural Fusion is a union of language acquisition (Spanish) and intercultural and ethical understanding, within a local and global perspective. All students from Foundation to Year 6 participate. Our goal is to promote intercultural understanding, respect for diversity, critical thinking and the capacity to communicate in Spanish. A flexible, student centred and innovative program with a multidimensional approach based on gestures, songs, immersion, visuals, games, technology and authentic experiences.



Physical Vibe

Physical Vibe provides an opportunity to provide experiences that combine the importance of Health and Physical Education from the Perceptual Motor Program (PMP) in Foundation, to Intra and Inter school sports (including a swimming program/swimming carnival). Inter-school sports are for students in Years 4, 5 and 6.

ICT/Google Studio

Our ICT approach is both innovative and progressive. We work within a live, Google platform which entails working collaboratively on a local and global scale. We further student skills within the areas of digital technologies and coding, to ensure that students extend their skill sets in future problem solving. In addition, Apple technology is readily accessible throughout the school, to further application usage.

Reading Discovery

The focus of the Reading Discovery Program is to build the literacy skills of students to such an extent that each becomes a capable, confident and enthusiastic reader. In this way, they "discover" the joy of reading! Students are eligible to join the program in Year 1 and beyond, on the recommendation of their classroom teacher.

Guided Inquiry

In our Guided Inquiry units of work, students participate in a range of activities within the domains of Science, History, Geography, Technology and Health, in order to explore and develop particular concepts and skills. We use the MAPPEN program to deliver a comprehensive Guided Inquiry program.

LOST PROPERTY

Please ensure that all of your child's belongings are labelled so that lost property can be returned to the owner.

The lost property is located in the Gallery. Items that are not collected are washed by the Parents and Friends Association (PFA) and sold for a gold coin donation. Items of a valuable or fragile nature should not be brought to school.

LUNCH CLUBS

Each lunchtime the students have the opportunity to attend a club. These are listed on our timetable and include Spanish, library, running and various games clubs. The [OASIS ROOM](#) is open at lunchtime. Students are welcome to attend these indoor play sessions which are supervised by our Social Workers.

LUNCH ORDERS

Lunch orders are only available on Thursdays and Fridays, provided by Bazil's Mobile Catering. This service is 100% online, and does not accept cash orders. You have until 9.30am on the day to place your order (sushi menu excluded), or cancel if your child is sick. Lunch is delivered to the school at 12:30pm, and distributed to the classrooms. The menu meets the [HEALTHY EATING ADVISORY SERVICE](#) guidelines. To set up an account and place your order, go to [FLEXISCHOOLS](#)

MEDICATIONS

If your child requires tablets, medicine or lotion to be administered during the school day it must be prescribed by a Medical Practitioner and the appropriate form must be completed for the First Aid Officer. When liquid medications needs to be measured, an appropriate cup must be supplied. All medication is kept in a secure cupboard in the First Aid room and the First Aid Officer is responsible for distributing dosages.

Children with asthma, epilepsy or anaphylaxis must have a "Management Plan" completed by their doctor. We cannot administer any medication without the appropriate forms. Please contact the office or refer to specific [MEDICAL POLICIES](#) for more information.



MONEY & PAYMENTS

Our preferred method of payment for all excursions, camps, incursions etc is via the [QKR](#) app, by EFTPOS at the Office or by Direct Deposit to the schools bank account. Bank account details are located on our website.

If you choose to send cash, please use the 'Lopee', which are small cloth bags. This item is included in booklists for new students and families.

CONSENT FORMS: When paying by QKR, consent forms are completed electronically and submitted to the school. If you pay by any other method, you must complete the information on the notice and place in Lopee. Students must hand this to their classroom teacher, to be processed by the Office. Receipts will be sent home soon after.

Payment will be not accepted after the due date unless prior arrangements have been made. Please refer to the [PAYMENT POLICY](#) for more information.

Payments for Special Lunches or PFA related fundraising events should be provided in a named envelope with the exact amount of cash and completed form. QKR may not be available for some fundraising related events.

MOBILE PHONES/SMART WATCHES

Mobile telephones or smart watches (such as the Apple Watch) are not permitted at school. Staff will not be responsible for their safekeeping or any lost devices.

If you need to communicate with your child, please call the Office and a message can be passed on.

MUSIC LESSONS

In addition to our [ARTISTIC FLAIRS](#) program, CSPS offers Music Lessons provided by uLearn Music for an additional fee. Children have the opportunity to enrol with one of their expert tutors and learn a range of instruments including voice training. Information is sent out to families early in the school year.

NAPLAN – (National Assessment Program – Literacy and Numeracy)

All students in Years 3 and 5 will be tested in the Key Learning Areas of English and Mathematics during Term 2. Students will be given practice examples in class to prepare them for the format of NAPLAN and to familiarise them with the style of questions. This will help students to become familiar with the expectations of NAPLAN. The NAPLAN tests will assess Reading, Writing, Language Conventions (including spelling, grammar and punctuation) and Mathematics. The results from the NAPLAN will be used for individual student reporting to parents, school reporting and aggregate reporting by States and Territories against national standards. Further information on NAPLAN tests will be given to parents closer to the time.

NEWSLETTERS

A newsletter, iNews, is published online fortnightly, every second Wednesday (even weeks in each term). The iNews is an important means of communication and is available on our website.

NOTICES

Notices about events, class activities and excursions are sent home on Wednesdays. Please take the time to read this information and check due dates for these events. All school information is available on the school website and through FlexiBuzz. If payment is required please refer to [MONEY AND PAYMENTS](#).

If you are ever in doubt about a particular activity or event, please check the website or see the classroom teacher.



NUDE FOOD

We want to create a community of Nude Food Ninjas. By joining the Nude Food Movement (supported by Nutrition Australia, Eco Schools and Keep Australia Beautiful) we aim to teach students (and parents) the difference their actions can make for their own health and the environment. By teaching the benefits of a healthy lifestyle, environmental sustainability and the difference their actions can make, we can influence the next generation to be global innovators. Establishing the importance of this in children at a young age can have lifelong benefits not only for themselves, but the broader community.

We celebrate Nude Food Day every Tuesday, children are asked to bring their lunch and snacks in reusable containers – no packaging please!

OASIS ROOM

The Oasis Room is where students can get away from the hustle and bustle and relax. It is a great room to take some time out and regulate emotions. Students are welcome to attend indoor, quiet play sessions which are supervised by our Social Workers. This room is also open during the day for students to access the social worker and counsellor for a chat or some time out. All students are welcome.

PARENTS & FRIENDS ASSOCIATION (PFA)

The PFA is a dedicated group of volunteers with one staff member that acts as the liaison. The PFA's main task is to coordinate a large number of fundraising activities which are conducted throughout the year, and to support teachers with other activities. Events and responsibilities may consist of (but not limited to): Foundation Meet & Greet, Special Day Lunches, Discos, Chocolate Drives, Stalls and Raffles, 2nd Hand Uniform Shop, Lost Property.

The commitment and dedication of this group of parents is to be highly commended and new helpers are always welcome, no matter how much time you can give. Meetings and events are published for all to join.

PARENTS ASSISTING AT THE SCHOOL

We welcome your support at school. Many parents have skills, trades and talents that we love to utilize.

All parents/guardians/relatives and friends who want to assist at school in any capacity must have a Working with Children Check which can be applied for online at www.justice.vic.gov.au

You must have a Working with Children Check to help in the classroom, on excursions, and camps, at swimming, and at working bees (where ever the general student population is present).

Other ways we would love your support are:

- Participate on [SCHOOL COUNCIL](#) and/or the sub-committees
- Participate in the [PARENT'S AND FRIENDS ASSOCIATION \(PFA\)](#) events throughout the year. This can be as small as helping at the Christmas Stall, or leading an event such as a special lunch day, and/or coming to meetings to discuss new fundraising ideas.
- Help at regular working bees for school ground maintenance and projects
- Help is often required for supervising small groups of children on excursions
- During the school week teachers appreciate a helping hand to prepare learning materials for the children.
- The [EMPOWERMENT PROJECT](#) require parent volunteers.
- Teachers appreciate parents to assist in their classrooms for programs such as Reading, Developmental Learning, Early Years Literacy and Numeracy etc.

NOTE: Confidentiality is important when assisting in the classroom. If you have a concern, talk to the class teacher, the Principal or the Assistant Principal.

PARENT-TEACHER INTERVIEWS

At the beginning of the year, classroom teachers conduct brief 10 minute 'Meet & Greet' sessions. This gives you an opportunity to meet your child's teacher and introduce yourselves.

Parent-Teacher interviews occur at the end of term 2, after the 1st semester report is sent home. Appointments are made via an online booking tool called PTO, available via the school's website. Parents will receive new login details for each event.

At the end of the year, classroom teachers will only arrange interview times if the need arises.

PASSTAB

Passtab is software used by the Office to manage visitors to the school. An iPad is located in the office foyer and all visitors to the school must login using this device when entering and logout when exiting. Late arrivals and early departures of students are also entered onto this device.

PAYMENTS

Please refer to [MONEY AND PAYMENTS](#)

PERSONAL HYGIENE

Hygiene is very important when children work and play together. Please talk to your child about the correct use of the toilet, washing of hands and having a neat appearance with tidy hair.

PHYSICAL DISABILITIES / MEDICAL CONDITIONS

If your child has a physical disability or medical condition the school should be notified immediately; please keep the classroom teacher, Principal Class, and/or First Aid Officer informed. We need this information so that the appropriate action can be taken to cater for the specific needs of your child.

QKR FOR PAYMENTS

Our preferred method of payment for all excursions, camps, incursions etc is via the QKR app. When paying by QKR, consent forms are completed electronically and submitted to the school.

To install QKR!, follow these [INSTRUCTIONS](#).

REPORTS

A written report for each student is sent home at the end of Term 2 and at the end of Term 4. Individual Education Plans (IEP) accompanied by Student Support Group (SSG) meetings may be implemented by classroom teachers for students that require additional support with social and academic learning.

SCHOOL COUNCIL

Membership

Membership of the School Council is open to the parents/guardians of students attending the school. The School Council is a representative group of parents, the Principal Class, staff and a community co-opted member.

Elections take place each year, with nomination forms available from the Office. Members are elected for a two-year term, with half of the positions elected each year.

Office Bearers

The Principal is the Executive Officer. The President, Vice President, Secretary and Treasurer are declared vacant at the



Annual General Meeting. Nominations and voting takes place at this meeting to elect new office bearers.

Responsibilities

The School Council, in conjunction with the Principal, is responsible for the development and management of the school as well as financial management – ensuring the allocation of available resources meet the specific curriculum and welfare needs of the students.

The role of the School Council is also concerned with the following –

- The development of the school goals.
- The development of policies within statewide guidelines.
- Overseeing the school's finances.
- Endorsing the employment of non-teaching staff.
- Reporting to the school community.
- Developing the buildings and grounds.
- Fundraising.

Meetings

The School Council meets several times a year. Sub-committees meet prior to School Council on the same evening, with the exception of the Finance Committee.

The sub-committees are: Finance Committee, Policy Committee, Buildings & Grounds Committee and the Grants & Fundraising Committee.

SCHOOL CROSSINGS

Please ensure that your child only uses the flagged school crossings. The crossing supervisors are there to help children cross safely. It is important that all crossing users follow any instructions given by the supervisors. Parents must obey all road rules and regulations when driving and parking around the school. The speed limit around the school boundaries is 40 kph. Please remember that the Staff Car Park is not to be used to drop off or pick up children.

SCHOOL NURSE

The school nurse comes to the school during the year to complete a basic health check for Foundation students with parental consent. If the nurse has a concern about a child, a written report is provided to parents. Parents/guardians will have the opportunity to talk to the nurse if required.

SCHOOL PHOTOGRAPHS

School photographs are taken in Term 1 of each year. [MSP](#) has been providing CSPS with quality photos over the last few years. Individual, class and family photos are available for purchase through MSP. Information will be sent home to families prior.

SICK AT SCHOOL

School is not the place for a child who is unwell.

We seek your support to ensure:

- If your child is not well, you keep them at home.
- If your child takes ill at school, you will receive a phone call requesting that you collect your child from school or for you to make arrangements for your child to be taken home.

All children must be signed out at the Office using Passtab before leaving the school grounds



SMOKING

Smoking is prohibited at all times both within and surrounding the school boundaries – this includes the car park. This is a Department of Education and Early Childhood Development (DET) regulation.

STRATEGIC PLAN & ANNUAL IMPLEMENTATION PLAN (AIP)

Refer to the [PLANS](#) on the website.

STUDENT LEADERSHIP PROGRAM - SENIOR SCHOOL

Various leadership opportunities are available to senior students, such as School Captains, House Captains and Lively Learning Captains. Students must register their intent and present a 2 minute speech to their peers, Senior School classroom teachers and Principal Class. The strength of presentation will be considered along with evidence of each student's contribution to the school community, academic effort and commitment to school values.

STUDENT WELLBEING

The community is committed to providing a safe, happy and positive learning environment, which meets the needs of all our students at all levels of their primary school life. Students learn best when they feel safe, connected and happy. Our programs are proactive and preventative with a sense of belonging and pride being fostered in many ways. The programs include:

- [The House System](#)
- [Kids Matter/Head Space](#)
- [Oasis Room](#) - Student Welfare Officers
- [Lunch Clubs](#)
- [The Buddy System](#)
- [The Student Leadership Program](#)
- [The Zones of Regulation](#)

KIDS MATTER

Cranbourne South has begun its journey to becoming a Kids Matter school. Kids Matter is a mental health and well-being framework for primary schools and is proven to make a positive difference to the lives of Australian children. Kids Matter provides the methods, tools and support to help schools work with parents and carers, health services and the wider community, to nurture happy, balanced kids. The framework focuses on the wellbeing and development of all students in partnership with families and the wider community.

The classroom discipline procedure aims to develop a sense of belonging amongst the students, while at the same time encouraging individuals to self-manage their own behaviour. Student Wellbeing matters are addressed in conjunction with Restorative Practices and a behaviour and consequence format that has been adopted by the school.

Pastoral Care and Counselling:

On staff we have the following professionals:

- School Welfare Officers
- Speech Pathologists
- On Psych (trained Psychologist) for students with a Mental Health Plan

We have high expectations at Cranbourne South Primary School. Students are encouraged to maintain a standard of behaviour in line with their age and development. Each child is encouraged to have a positive attitude that will enable them to work in harmony with other students and the staff at the school.

- Emphasis is on respect and self-discipline.
- It is important that a partnership exists between the home and school that provides a positive and caring



environment in which children are encouraged to develop and mature.

- We have 4 Embrace Rules.
- We respect school property.
- We stay in the learning space at school.
- We behave in a friendly manner.
- We keep our hands and feet to ourselves.

Inappropriate behaviour will incur a consequence. Penalties or actions will be logical consequences of the misbehaviour. Some behaviour problems will be dealt with by a discussion with the child. After school detentions can be held after school for fifteen minutes with Parent consent. Parents will be given a minimum of 24 hours notice of a detention.

SUB SCHOOL

The school is organised into Learning Hubs; Junior, Middle and Senior Schools.

SUN & HEAT POLICY

CSPS is an accredited SunSmart school. For the safety of our student we encourage a 'No Hat, No Play' policy beginning of mid-August until the end of April. Students without broad brimmed hats will be restricted to designated shaded areas.

Students are encouraged to provide and wear SPF50+ broad spectrum, water resistant sunscreen. It is preferable that families provide their own sunscreen in their child's school bag, however sunscreen is provided in each classroom and on excursions. Sunscreen will be applied by students 20 minutes (where possible) before going outdoors, under the supervision of classroom teachers. Classroom teachers are not responsible for putting sunscreen on your child.

For more information, refer to the [SUN PROTECTION AND HEAT POLICY](#)

SUSTAINABILITY & SECURITY (SS) WARRIORS

Two students from each class will be voted in as Sustainability and Security Warriors. These students will work towards influencing sustainable behaviour in our school and community. Some of the responsibilities may include ensuring lights are turned off when class exits a space such as classroom or Lively Learning space. Recycling of rubbish will also be a focus.

SWIMMING PROGRAMS

All students have the opportunity to participate in a swimming program in Term 4. The cost for this program is additional to the standard school fees. Foundation to Year 3 attend Kings Swimming at Langwarrin. Years 4, 5 and 6 attend an open water swimming session designed to teach awareness of the risks in open water environments and water safety.

TRANSITION

STEP UP TO SCHOOL

Preschool to Foundation

A 'Step Up to School' transition program for preschool children commences in Term 3 and concludes in Term 4. This program enables children to become familiar with the school routines and gain some experiences at school. Sessions are organised to provide a variety of learning experiences including '[LIVELY LEARNING](#)' sessions. The program also includes the EYE - Early Years Evaluation. Children are invited to attend school for a 'hands on interview' for the purpose of completing tasks in each of the learning domains. This EYE enables us to build a profile and provides an opportunity to 'get to know you' prior to commencing school. EYE bookings can be made online. Login details will be provided.

STEP THROUGH SCHOOL

Years 1 to 5

A 'Step Through' program operates during Term 4. This enables students to become familiar with the next year level, with



different teachers and different areas of the school. Sessions are designed to give opportunities to experience the next year level and ensure that the transition into the new year is as seamless and supportive as possible.

STEP UP TO SECONDARY SCHOOL

Year 6

Local Secondary Schools hold open nights/information sessions for students and families to attend. Watch your preferred secondary schools website for this information.

Government Secondary Schools enrolment forms and the transition process is provided from our school, NOT directly from the secondary school. Non-government Secondary Schools should be contacted directly.

A transition day is held in December.

UNIFORMS

It is compulsory for students to wear school uniform. More specific information can be found in the [UNIFORM POLICY](#). Our school uniform is available for purchase through [PRIMARY SCHOOL WEAR \(PSW\)](#).

Foundation Uniform

Children starting in Foundation have the option to purchase a specialised Foundation polo top.

Year 6 Uniform

Students starting Year 6 have the option to purchase a specialised jumper and/or polo top.

House Uniform

Students must purchase a house colour polo top, to be worn every Friday, and other in-school activities when advised.

Second hand uniform

A second hand uniform is available for a gold coin donation. The second hand uniform rack is located in the gallery.

VALUABLE POSSESSIONS

Ensuring that a child's valuable possessions are safe at school is difficult. As a general rule, we recommend that all high cost items such as electronic devices, mobile phones, and items with sentimental value – remain at home. Staff cannot be held responsible for the safekeeping of such items and the school will not accept any responsibility for any loss.

VISITORS/VOLUNTEERS

Working With Children Checks

We encourage and appreciate the support and involvement provided by volunteers as this assists in running many of programs and activities. Help can take many forms including assisting with reading groups, covering books, attending excursions and sports/athletics days, etc. We require all volunteers who participates in any type of parent help, on or off the school premises, to hold a current Working With Children (WWC) Check.

If you would like to assist and you hold a current WWC Check, you MUST provide your WWC card to the Office. The Office staff will take a copy of your card and keep this in a confidential file.

If you would like to assist with any form of parent help and you do not yet hold a current WWC Check, you need to apply for a WWC Check as follows:

- Complete an application form (available online at www.workingwithchildren.vic.gov.au) and submit with a passport size photograph of yourself at any participating Australia Post outlet, where a receipt will be issued.



All volunteers/visitors must sign in at the office prior to entering the school and sign out as they leave the school.

WEATHER ALTERNATIVES

When it is too hot or wet to go outside, all students remain in their classrooms during recess and/or lunch time and are supervised by teachers in their classrooms. If the weather conditions are extremely windy, students will be asked to remain inside. This is at the discretion of the Principal class and guided by DET and the Bureau of Meteorology (BOM).

YARD DUTY/SUPERVISION

Staff are on yard duty 15 minutes before and after school, and during all of recess and lunch times. Children should make contact with the yard duty teacher first, if they have a problem in the yard. Yard duty teachers wear fluro vests and supervise all areas of the school ground.

YEAR 6 GRADUATION

Year 6 Graduation takes place in December. This is an official occasion for all Year 6 students and includes participation in a light supper and an awards ceremony.

ZONES OF REGULATION

The Zones of Regulation framework provides strategies to teach students to become more aware of and independent in controlling their emotions and impulses, manage their sensory needs, and improve their ability to problem solve conflicts. The Zones of Regulation is an approach used to define emotions and feelings and teach self-regulation by categorising all the different ways we feel and states of alertness we experience into four concrete coloured zones. Strategies for moving out of or into each zone are also worked on. This program is being introduced in all classes.

For more information, visit our [WEBSITE](#).

APPENDIX

INFECTIOUS DISEASES EXCLUSION TABLE:

DISEASE	PATIENT	CONTACT
Amoebiasis	Exclude until diarrhoea has ceased.	Not excluded
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded
Chicken Pox	Until fully recovered or at least one week after the eruption first appears.	Not excluded Any child with an immune deficiency or receiving chemotherapy should be excluded for their own protection.
Conjunctivitis	Until discharge from eyes has ceased.	Not excluded
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded
Diphtheria	Exclude until a medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family / household contacts until cleared to return by medical authorities.
Erythema Infectiosum (Slap Cheek)		Information regarding this condition is available from the Office
Glandular Fever Mononucleosis)	Exclusion is not necessary.	Not excluded
Hand, Foot and Mouth Disease	Until all blisters have dried.	Not excluded
Hepatitis A	Exclude until a medical certificate is received, but not before 7 days after the onset of jaundice or illness.	Not excluded
Hepatitis B	Exclusion is not necessary.	Not excluded
Hepatitis C	Exclusion is not necessary.	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesions are weeping. Lesions to be covered where possible.	Not excluded
Hookworm	Exclusion is not necessary.	Not excluded
HIV / AIDS	Exclusion is not necessary unless the child has a secondary infection.	Not excluded
Impetigo (School Sores)	Until sores have fully healed. The child may return provided that appropriate treatment has commenced and that sores on exposed skin are properly covered with occlusive dressings.	Not excluded
Influenza and the like type illnesses	Exclude until well.	Not excluded
Leprosy	Exclude until approval has been given by health authorities.	Not excluded
Measles	Until at least 5 days from the appearance of the rash or until receipt of a medical certificate of recovery from infection.	Non-immunised contacts must be excluded for 14 days from the first day of appearance in the last case unless immunised within

		72 hours of first contact.
Meningitis	Exclude until well.	Not excluded
Meningococcal Infection	Exclude until adequate eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Molluscum Contagiosum	Exclude until well.	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded
Parvovirus	Exclusion not necessary.	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded
Ringworm, Scabies, Pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded
Rubella	Until fully recovered or at least 5 days after onset of rash.	Not excluded
Salmonella, Shigella	Exclude until diarrhoea has ceased.	Not excluded
Streptococcal Infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded
Typhoid Fever (including Paratyphoid Fever)	Exclude until approval to return has been given by health authorities.	Not excluded unless considered necessary by health authorities.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics.
Worms – intestinal	Exclude if diarrhoea is present.	Not excluded





Embrace Rules

Positivity, Persistence, Pride, Passion



To move from Great to Excellent, we are committing to 4 areas of focus, as:

- students
- staff
- community

<p>1</p>	<p>We respect school property</p> 	<p>If a student uses physical force towards school property eg.</p> <ul style="list-style-type: none"> ● Overturning and throwing furniture ● Throwing/breaking items ● Vandalising school property <p>an after school detention* will be implemented and/or internal or external suspension will be discussed with the Principal class.</p>
<p>2</p>	<p>We stay in the learning space at school.</p> 	<p>If a student leaves the classroom without implementing the Safety Three:</p> <ol style="list-style-type: none"> 1. Safe token 2. Safe place 3. Safe person <p>OR If a student leaves the school grounds, including crossing the road (excluding the immediate footpath upon the perimeter), an after school detention* will be implemented and/or internal or external suspension will be discussed with the Principal class.</p>
<p>3</p>	<p>We behave in a friendly manner.</p> 	<p>If a student:</p> <ul style="list-style-type: none"> ● Uses vile language. ● Uses language that is racial, gender, sexist or derogatory of nature. ● Behaves in an aggressive way in their tone, repetition, overuse of words or nature of behaviour directed towards another person. <p>an after school detention* will be implemented and/or internal or external suspension will be discussed with the Principal class.</p>
<p>4</p>	<p>We keep our hands and feet to ourselves.</p> 	<p>If a student is physical towards another eg. kicking, slapping, punching, spitting, pushing against a wall or using an item as an extension of a foot/hand in an aggressive manner eg. ball or stick, an internal or external suspension will be discussed with the Principal class.</p>