

# Beginning school at Carlton North Primary School



# Welcome

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Welcome to Carlton North Primary School, affectionately known as Lee Street Primary School. Carlton North Primary School has proudly served its local community since 1873. It is my privilege to lead such a highly regarded and valued school. Our current enrolment is capped at 275 due to our heritage listed buildings.

You will be impressed with Carlton North Primary School's absolute commitment to improving the learning and wellbeing of our students. The staff are a collaborative and cohesive team that constantly challenges each other to improve their teaching practice and therefore improve student learning outcomes. Our learning spaces are well maintained and represent the learning environment suitable for 21<sup>st</sup> Century learners.

As we can only accept local enrolments, our school community is close knit and welcoming. You will find our community embraces those from diverse backgrounds and experiences. Our school constantly strives to foster our shared values, designs and behaviours to ensure everyone can reach their full potential.

The contents of this booklet will help you to understand the way our school is organised and the ways in which both you and your child can get the greatest enjoyment and benefits from being part of our school.

Kind regards,

Latham Burns

## General Information and Term Dates

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<b>School Address</b>	Carlton North Primary School No 1252 60 Lee Street North Carlton 3054
<b>Telephone</b>	03 93474822  Office attended daily from 8:30am – 4:30pm
<b>Fax</b>	03 93481059
<b>Email</b>	<a href="mailto:carlton.north.ps@edumail.vic.gov.au">carlton.north.ps@edumail.vic.gov.au</a>
<b>Website</b>	<a href="http://www.carltonnthps.vic.edu.au">www.carltonnthps.vic.edu.au</a>
<b>Principal</b>	Latham Burns
<b>Assistant Principal</b>	Andrea Davis
<b>Business Manager</b>	Shelley Darmody
<b>Office Assistant</b>	Hillary Law

### 2016 term dates

Term 1	Wednesday 27 January to Thursday 24 March Grade 1-6 students commence Thursday 28 January Prep students commence Friday 29 January
Term 2	Monday 11 April to Friday 24 June
Term 3	Monday 11 July to Friday 16 September
Term 4	Monday 3 October to Tuesday 20 December

The school will be closed on Labour Day, Good Friday, Queen's Birthday and Melbourne Cup Day.

Pupil Free days are the first day of Term 1 and three other days during the year, to be nominated.

# School Procedures

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## Bell times

Students arriving before 9.00am may go inside the school building to hang bags on the pegs provided. They must then go straight outside to the school yard to play.

8.45am	Start of yard supervision
9.00am	School starts

The School day consists of 6 x 50 minute sessions. Students have a 30 minute recess and a 60 minute lunch break, with 10 minutes of eating time.

## Getting to school on time

Classroom sessions begin at 9.00am each day. As students need to undertake daily routines, it is recommended that they arrive at school in plenty of time to complete these tasks before school starts.

**It is very important that children arrive at school before the bell at 9.00 am as the first five minutes of class time each day provide them with a reference point for the day. This is when the day's routines and activities are outlined.**

You can help your children develop good habits in punctuality by ensuring they arrive at school on time. Parents are asked to sign the late arrival book at the office if students arrive after 9.00 am.

## Student supervision

During all recess breaks, and for fifteen minutes before and after school, there are teachers on yard duty in the playground to supervise student activity.

**Students are not expected to be in the school grounds by themselves before 8.45 am when teacher supervision begins or after 3.45pm** when supervision ends. Students not collected by 3.45pm will be taken to the office. Parents will be contacted if students are not collected by 4.00pm.

Parents are requested to make full use of the Out of School Hours Care Program. Students can be booked in for **before** or **after** school care and enjoy fully supervised activities by Camp Australia.

If it is too wet or too hot for the students to play outside, yard duty teachers share the supervision of students in the classrooms.

# School Procedures

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Students are not permitted to be in classrooms when a teacher is not in attendance.

## Absences from school

Regular school attendance is essential for the overall development of children. If your child is absent from school then you are required to supply an explanation for that absence. **A note or verbal explanation to the class teacher is sufficient. Please only telephone the school if the matter is urgent.**

If you plan to remove your child from school for an extended period, please contact the Principal.

## Absence during school hours

Sometimes it may be necessary for parents to take students from school during the day. On such occasions advance notice is appreciated and arrangements must be made for the collection of the student from school.

**The Late Arrival / Early Release Book at the Office must be completed by the person arriving late or collecting the student prior to the student being collected from the classroom.**

In the interests of overall safety, it is school policy not to allow students to leave the school grounds alone during school hours.

## Student wellbeing

The school aims to foster respect and understanding and to develop a safe and happy environment for all members of its community. The Student Engagement policy sets out students' rights and responsibilities, shared expectations and school actions and consequences to promote student welfare.

# Student and Community Involvement

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The Principal, Staff and School Council value the assistance given by parents, friends and community members to ensure that Carlton North PS provides excellent educational programs for all students.

## School Council

The Carlton North PS School Council is made up of elected parents and teachers. Elections for Council occur in February/March each year. Watch the Newsletter for information regarding the elections. You may wish to stand for election. Council has responsibility for determining the general educational policy of the school within the guidelines issued by the Department of Education and Early Childhood. It makes decisions on strategic planning, finance, facilities and community relations.

The Council has several sub-committees and parent membership on these is welcomed. It is not necessary to be a Council member. An invitation to join the sub-committees is extended to parents through the school newsletter. Current sub-committees are:

- Education Committee
- Finance Committee
- Building and Grounds
- Communications Committee
- Fundraising

## Whole school assemblies

These are held the first day of each term and every Monday morning at 9am.

## Reporting to Parents

Parent-teacher meetings are arranged early in Term 1. These allow teachers to report to parents on their children's progress and exchange information.

Two written reports are sent to parents each year towards the end of Term 2 and Term 4.

Student-led conferences are held in Term 4. These conferences provide the opportunity for students to discuss and showcase their learning with their parents.

If, at any other time, you wish to discuss concerns about your child with the teacher, arrange an appointment time to suit. If you have any further concerns or enquiries, please contact the Principal, or the Assistant Principal.

# Student and Community Involvement

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## Parent involvement

Parents are encouraged to participate in a wide range of school activities. These may include:

- helping in classroom activities on a regular basis
- listening to reading
- working in the Arts program
- typing student work, binding books
- assisting with computer activities
- assisting on school excursions
- sharing work/hobby knowledge
- joining School Council or one of its subcommittees

## Newsletter

The regular school Newsletter provides a forum for students, teachers, parents and others in the school community to present items of common interest. It is emailed to parents on Thursdays. A hard copy is available at the office for review.

The Newsletter always contains a calendar of coming events and important information about school activities.

## Term Planner

The Term Planner provides a calendar of planned events and meetings for each term.

It is distributed via the Newsletter at the start of each term and provides a handy reference point, giving an overview of the activities across the curriculum.

# Health and Safety

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## Student Health

Students should not be sent to school if they are unwell.

A First Aid Room is available for students who become ill during the day but this is a very limited facility. The school will contact parents to collect ill students. It is essential that parents ensure their contact details are current and kept up to date at the office.

## Medical details

It is essential for the school to have accurate information on each student's medical details. This information is required on the Enrolment Form.

### Essential information:

- student's home address and telephone number for student
- workplace telephone number for each parent
- doctor's name, address and telephone number
- name and telephone number of other people who may be contacted to assist in an emergency, if parents cannot be reached
- any medical condition your child may have which the school needs to be informed about
- an emergency response plan for acute health concerns, e.g. asthma, anaphylaxis

## Medication

If your child is required to receive medication at school you will need to complete and sign a medication permission form either at the classroom or Office. ***Under no circumstances are students to be in possession of any type of medication at school. This must be handed to the teacher or the office.***

The school has a profile form for asthmatic and anaphylactic students. This profile must be completed, and updated when necessary, to assist teachers in managing these conditions. This profile will be sent home early in the school year so that arrangements about administering medication can be made.

Asthma and anaphylaxis medication must be labelled and left at the Office. Parents are responsible for supplying current medication.

## Infectious conditions - exclusions

It is a legal requirement that students must be excluded from school if they have:

## Health and Safety

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Chicken pox	• until all blisters have dried
Measles	• for at least 4 days after onset of rash
German measles	• until fully recovered (at least 4 days from onset of rash)
Whooping cough	• 21 days after onset of cough or until completed 5 days of antibiotic treatment
Hepatitis	• medical certificate needed
Impetigo	• until treated (covered until clear)
Mumps	• until fully recovered
Headlice, scabies ringworm	• until day after treatment has commenced

A current list of conditions requiring exclusion is sent home each year.

Headlice can be an issue for students and their families across Victoria. Regular weekly home inspection, and treatment if required, is encouraged. Please ask at the office for information on how to manage headlice problems.

## General safety

It is important that children are trained from an early age in all aspects of safety. Please ensure your child knows:

- their own name, address and telephone number
- to avoid any interaction with people they do not know
- to go straight home from school via a route previously agreed to by you
- not to bring articles to school that are unsafe
- not to leave the school without permission
- to use school crossings correctly
- when you expect them to go to the Out of Hours Care Program

**Any child not collected from school by 3.45pm is brought to the office and parents will be telephoned.**

## Anaphylaxis Management Policy

Sharing of lunchbox food between all children is actively discouraged.

As part of our Anaphylaxis Management Policy nuts are not to be brought into the school in any form. This includes

- Nuts, including peanuts, almonds, cashews, pine nuts, hazelnuts, walnuts, brazil nuts, pecans or any other type of nut
- Spreads such as peanut butter, other nut butters, pesto and peanut oil.

## Health and Safety

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- Dried fruit is permitted but not dried fruit and nut boxes or muesli bars containing nuts
- Biscuits or other cakes containing nuts, including flourless cakes with almond meal.
- Nutella and other choc/nut spreads

Products labelled “may contain nuts” are permitted, however children with nut allergy should not eat them.

Your cooperation is much appreciated. For more information please contact the office for a copy of the CNPS Anaphylaxis Management Policy

## Sun safety

The school has a Sun Smart Policy that encourages responsible attitudes towards protection from the sun’s harmful UV rays. In accordance with our School Policy, all students are required to wear hats that offer full protection such as broad brimmed hats not caps during Term 1 and Term 4 and to wear clothing that protects their skin, for example, t-shirts rather than singlet tops.

During Terms 1 and 4 students without hats are required to remain inside during the school day and are not able to participate in sport or physical education.

# School Uniform

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## Carlton North PS school uniform

School uniform is not compulsory. Carlton North Primary School t-shirts, windcheaters, bomber jackets, shorts, track pants, sports T-shirt and hats are available at the office at a reasonable cost.

All enquiries about prices and availability should be directed to the Office.

## What we wear

Closed toe shoes, comfortable clothing which covers the shoulders (shorts, trousers, dresses etc). Sunsmart hats and clothing are required in Terms 1 and 4.

## Physical Education and Sport

It is expected that students will wear suitable clothing that will allow freedom of movement and protection from the sun for their Physical Education and Sport sessions. **Correct footwear should always be worn on days where students are scheduled to participate in Physical Education and/or Sport.**

## Visual Arts

Protective clothing (e.g. an old shirt or an art smock) is required for visual arts activities. Paint, glue and other materials can be damaging to clothes.

## Lost property

**Please ensure all items brought to school are named.** At the end of each term unclaimed lost property items are given to a charitable organisation.

A Lost Property basket is located in the Foyer of the main building. Please make regular checks for missing items

# School Activities

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## Lunch

Students are not permitted to leave the school to buy lunch. Lunch is eaten in the classroom under supervision.

Lunch orders are available on Friday from a local provider.

## Camps

Our camp policy is implemented from Prep to Grade 6. Detailed information about each camp is sent home so that parents may know about the camp, the camp activities and the supervision provided. Camp activities range from a before or after school event for Prep through to external camp visits for Grades 3-6.

## Intensive swimming

Students from Prep – 6 participate in the school's intensive swimming program. The program runs at different times of the year for different year levels.

## Specialist programs

Students have a 50 minute lesson each week in each of the following subject areas: Visual Art, Performing Arts, Physical Education and Italian.

## Excursions

During the year, students will be involved in excursions or have visiting performances so that they have direct experiences related to their classroom studies. These activities are an integral part of your child's education and it is expected that your child will participate. Your written permission is required for any excursions involving transport. Parents may be asked to help by accompanying grades on excursions from time to time.

Parents will receive a notice about each semester's excursions and asked to pay any costs as a lump sum payment. Parents who are having difficulty meeting the cost of excursions or camps should speak to the Principal. No child is excluded from camps or excursions on these grounds.

At the beginning of the year a Local Walking Notice will be sent home for parents' signatures. This covers any local excursions within walking distance. Parents will always be informed in advance of these outings either through the Newsletter or by a class notice.

# School Activities

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## Sport

Students in Years 3-6 are involved in a weekly sports program that focuses on the skills and strategies involved in playing major games. As a part of the Carlton and District Sports Association students from Years 3-6 are also involved in swimming carnivals, athletics, cross country championships and summer and winter sports programs. All students in Years 3-6 are expected to have a school sports T-shirt which is worn to all sporting events. T-shirts are available for purchase from the office. It is expected appropriate clothing be worn when playing sport.

## Choir and Instrumental Music Program

Choir and Instrumental Music is an elective program in the school with parents paying tutors for music lessons. Tuition is available for Year 3-6 students in a variety of instruments, depending on available tutors. Students in Grade 1 or 2 can enrol in lessons before or after school, subject to availability.

Students who have achieved a level of competency with their instrument are invited to join the Carlton North PS Band, the Recorder Ensemble, or the String Orchestra. Groups perform at assembly and at nominated events during the year. Students hire or purchase their own instruments.

## **Out of School Hours Care (OSHC) Program**

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Camp Australia has been nominated by the school to provide OSHC program.

Before School Care:        7.30 - 8.45am  
After School Care         3.30 - 6.00pm

The OSHC Program Office is located opposite the Art Room in the main Administration Building.

Users of the OSHC Program are charged fees. Details of the fees and rebates are available at the OSHC Office or by contacting Camp Australia.

All bookings and cancellations must be made through the OSHC Office or Camp Australia. No alterations to bookings can be made by students - they must be made by parents or another responsible adult.

OSHC Office phone:        9347 4075  
Coordinator Mobile:       0402 274 318

During Term 1, a carer will collect Prep students from their classroom at 3.30pm and take them across to the OSHC. A buddy system is provided for new children in the program and carers are made aware of them.